

Commissioner Kunz inquired about roads and their funding. Rep. Gibbs said there is a \$250 million annual shortfall for road maintenance and no one quite knows how to resolve this problem. Should the gas tax be increased? Should vehicle registration fees be increased? He would like to hold a meeting late this summer to learn what local people would prefer. He said Wyoming is increasing their gas tax by 10 cents per gallon to fund road projects.

Dennis DuNann expressed frustration about this year's lack of action on the liquor issue and asked about the odds of action next year. Rep. Gibbs said the bill died in committee because there was not enough support. He remains committed to the concept and hopes something can be passed next year. Rep. Loertscher said the bill did not get out of committee because it was too vague and broad.

EASTERN IDAHO PUBLIC HEALTH DISTRICT

Director Geri Rackow took office April 1. She said Commissioner Rinaldi provides good representation for Teton County. Ms. Rackow said counties will probably be asked to increase their contributions for FY 2014. Contributions are calculated based upon several factors, the most important being county property values and population. The Health District Board of Directors will discuss their budget in May and will then notify the counties of probable budget allocations. Ms. Rackow proposed meeting with the Commissioners at least twice per year: once in the fall and once in May to present the budget. Commissioner Rinaldi suggested that staff come quarterly and also provide written reports.

TETON VALLEY CHAMBER OF COMMERCE

Chairperson Lynda Skujins gave an update for the Chamber (Attachment #10) and discussed the new business plan for the Teton Valley Business Development Center (TVBDC) The Chamber Board has been expanded with four new members. Their focus this year is on members, membership and marketing. The website is being re-designed to make it more user-friendly. The Chamber has partnered with TVBDC to administer the State Travel Grant, which was formerly administered by the Teton Valley Marketing Alliance.

RURAL ECONOMIC DEVELOPMENT GRANT REQUEST

TVBDC chairman Bob Foster requested county participation in the TVBDC's 2013-2014 Rural Economic Development Professional Program Grant being submitted to the Idaho Department of Commerce (Attachment #11). He said the grant runs on a three year cycle and requires a \$12,000 local match each year. He asked if the county would act as the program sponsor and requested a letter of commitment for \$10,000 match, which is already allocated within the FY 2013 budget. This money would only be used for salary and benefits for an Economic Development Professional if the grant was awarded.

Commissioner Rinaldi said the county can only commit one year at a time and suggested edits to reflect that a county representative would serve on the Board. She asked if TVBDC had asked other businesses to provide matching funds since they provided the entire match for the previous grant request. Mr. Foster said local businesses have been approached, but there is not as much interest this time around.

● **MOTION.** Commissioner Rinaldi made a motion to allocate \$10,000 with a stipulation that the MOU with the State must also be signed with Teton County, as well as the Cities of Driggs, Victor and Teton. The County would then contract with the Teton Valley Business Development Center which would incorporate similar language as the MOU for reimbursement of the funds if TVBDC is unable to meet the terms of the grant. Motion seconded by Chairman Park and carried unanimously.

WEED CONTROL

County Extension agent Ben Eborn presented the board with two bids for weed control (Attachment #12). Mountain Lawn and Tree is the lowest bid. Hole Weed Control was the only other bid; their bid was significantly higher and they are not licensed in the State of Idaho.

● **MOTION.** Chairman Park moved to approve the weed spraying contract with Mountain Lawn & Tree. Motion seconded by Commissioner Rinaldi and carried unanimously. (Attachment #13)



C.L. "Butch" Otter, Governor
Jeffery Sayer, Director

July 30, 2013

Honorable Kelly Park, Commissioner
Teton County
150 Courthouse Drive
Driggs, ID 83422

Dear Commissioner Park,

Congratulations!

Teton County has been chosen to receive funding for the Rural Idaho Economic Development Professional program in the dollar amount of \$20,000.

The enclosed Memorandum of Understanding (MOU) sets forth the program details. We would particularly like to draw your attention to Section 6 Performance where we would like you, the Grantee, to establish a set of performance goals and articulate them in attachment A of the MOU. It is our intention to allow each program to set these goals based upon their individual situation paralleling the Rural Idaho Economic Development monthly reporting format. The department reserves the right to establish additional performance requirements. We would be happy to facilitate a goal setting session if this would assist in your efforts.

Along with numeric measurements, we further expect each program to set goals that reflect the requirements outlined in Attachment B Sustainability, for professional development and program sustainability. These are vital elements of any successful economic development program. Again, we would be willing to collaborate on meeting these development goals.

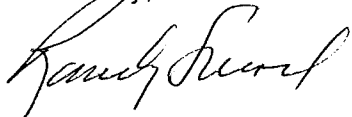
Both the above program requirements will need to be completed by October 15, 2013. Failure to do so will result in withheld funding for the second half of fiscal year 2014 (January 1 to June 30, 2014).

Please sign and date the MOU and return by October 15, 2013 to:

Christine Jarski
Idaho Department of Commerce
Post Office Box 83720
Boise, Idaho 83720-0093

The vision and direction provided by local boards is what guarantees the success of this program. Please convey our thanks and appreciation for their efforts. If you have any questions please feel free to contact your area Economic Development Specialist or myself.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy Shroll". The signature is fluid and cursive, with the first name "Randy" being more prominent than the last name "Shroll".

Randy Shroll
Manager, Business Development

cc: Bob Foster

IDAHO DEPARTMENT OF COMMERCE
Rural Idaho Economic Development Professional
Memorandum of Understanding

This Memorandum of Understanding (MOU) is between the Idaho Department of Commerce, herein after called the DEPARTMENT, and **Teton County**, herein after called the GRANTEE for the purpose of implementing the Rural Idaho Economic Development Professional Program.

Section 1 Intent- The intent of this MOU is to provide funding for the purpose of delivering locally based, full service economic development services to rural communities across the State of Idaho. Economic development services will include but are not limited to business recruitment, business expansion, business retention, business start ups and support for the DEPARTMENT'S programs and initiatives.

Section 2 Period of Performance – The period of performance will start July 1, 2013 and will terminate June 30, 2014. At its discretion the DEPARTMENT may initiate additional MOU's for 12 month periods beginning July 1, 2014 and July 1, 2015 respectively, based on the availability of funding and satisfactory program performance.

Section 3 Assistance Amount – The amount of assistance awarded under this MOU is **\$20,000**. The GRANTEE and their partners agree to provide **\$26,500** in cash matching funds as identified in the GRANTEE'S response to the RFP. It is the DEPARTMENT'S expectation that the GRANTEE'S dependence upon state funding will diminish with subsequent MOUs. The DEPARTMENT reserves the right to issue subsequent MOUs with state funding levels below those issued for the period ending June 30, 2014.

Section 4 Allowable Cost – The use of DEPARTMENT funds is limited to the salary and benefits of the professional hired to carry out the intent of the program as described in Section 1 of the MOU. DEPARTMENT funds may not be used for any other purpose including any administrative expenses incurred by the GRANTEE or its partners. Matching funds may be used for salary, benefits and all other expenses associated with the GRANTEE'S program. DEPARTMENT funds may not be used to pay for professional services on a contractual basis.

Section 5 Governance – The GRANTEE will establish a local board to direct the activities of the economic development professional hired under the auspices of this agreement. The GRANTEE and its board will provide for all necessary operational expenses associated with fulfilling the intent of this agreement. These expenses include, but are not limited to, professional office space, telephone, computer and internet access, necessary office

equipment, clerical support and monies sufficient to provide for travel within the area, the state and to out-of-state marketing opportunities, training and funds to develop marketing materials for the area. The GRANTEE and its Board will assume direct responsibility for fundraising. It is expected that a quorum of the voting board members will meet no less than once per every other month (6 times per year).

The DEPARTMENT will be granted "ex-officio" status with all rights and privileges afforded to board members. The DEPARTMENT representative will abstain from voting but will fully participate in the hiring and evaluation of staff paid for with DEPARTMENT funds.

Section 6 Performance – The GRANTEE in cooperation with the DEPARTMENT will establish a set of performance goals. These goals will be articulated in attachment A of this memorandum entitled "Performance". The GRANTEE in cooperation with the DEPARTMENT shall establish fundraising and/or sustainability goals. These goals will be articulated in attachment B of this memorandum entitled "Sustainability". At the end of the "Period of Performance" outlined in Section 2 of the MOU the grantee will submit a year-end financial report showing revenues and expenses in a format to be determined by the DEPARTMENT. The GRANTEE will document that all matching funds pledged for expenditure in the RFP were spent.

The Department reserves the right to perform an annual performance evaluation of each program.

Section 7 Conduct – The GRANTEE, its board and employees shall adhere to all Idaho Statutes pertaining to Open Meetings, Public Information and Ethics. Execution of this MOU by the GRANTEE serves as an acknowledgement that they, their partners and board are familiar with all statutes, rules, regulations, and guidelines noted in this paragraph. The GRANTEE acknowledges the DEPARTMENT's right to independently contact, communicate and engage residents, businesses, elected officials and other organizations residing in the GRANTEE's area of operation. GRANTEE interference with the aforementioned may constitute cause for termination in accordance with Section 11 Termination, of this agreement.

Section 8 Payments – Payments will be conveyed to the GRANTEE in two equal installments. A first installment of \$10,000 may be requested at any time within the first 180 days of this agreement. A second installment of \$10,000 may be requested on or after the 181st day of this agreement provided the GRANTEE is compliant with all reporting and performance requirements. In the event that the GRANTEE is deficient in reporting, performance or fundraising benchmarks the DEPARTMENT may withhold payment pending the correction of any reporting, fundraising or performance deficiencies.

Section 9 Accountability – On a monthly basis the GRANTEE shall report to the DEPARTMENT performance results via the DEPARTMENT’S electronic reporting system and or other mechanisms and formats prescribed by the DEPARTMENT. The DEPARTMENT may make periodic inspections of the GRANTEE’S records and books. All books and records shall be maintained for a period of no less than three years after the termination of the MOU.

Section 10 Amendments – The DEPARTMENT may amend this MOU on its own initiative. The GRANTEE may request amendments provided that the proposed changes do not affect any measures such as matching funds or board composition that might have substantially influenced the DEPARTMENT’S decision to select the GRANTEE for participation in the Rural Idaho Economic Development Professional Program.

Section 11 Termination – The DEPARTMENT shall have the right to terminate this MOU, in whole or in part, anytime before the date of completion whenever it is determined that the GRANTEE has failed to comply with the conditions of the MOU, or the funding for the program supporting the MOU is reduced or eliminated.

The DEPARTMENT may cancel this MOU at any time with or without cause upon thirty (30) days written notice to the GRANTEE specifying the effective date of the termination.

The GRANTEE may cancel this MOU at any time with or without cause upon thirty (30) days written notice to the GRANTEE specifying the effective date of the termination.

In the event that the GRANTEE terminates the MOU and is in good standing at the time of termination, a prorated share of DEPARTMENT funds shall be retained by and or repaid to the DEPARTMENT. If the GRANTEE is not in good standing at the time of termination then all DEPARTMENT funds may be subject to repayment.

Section 12 Relationship Of Contracting Parties - The contracting parties agree that no employer-employee relationship is established between the DEPARTMENT and the GRANTEE by the terms of this MOU. The GRANTEE further indemnifies the State of Idaho and the DEPARTMENT and holds them harmless against any and all suits, actions, claims or losses of every kind, nature, and description, including costs, expenses, and attorney fees, that may be incurred by reason of any act or omission, neglect or misconduct of the GRANTEE that may arise out of this agreement on its performance.

APPROVED:

Jeffery Sayer Director
Idaho Department of Commerce

Date

Chief Elected Official of Program Sponsor

Date

Board Chair

Date

Fiscal Agent

Date


Federal Tax Identification Number _____

For Internal Use of the Department

Reviewed and Approved



Randy Shroll
Program Manager
Business & Economic Development



Date

Melonie Bartolome
Financial Manager

Date

Attachment A Performance

1. Business Recruitment -
2. Business Expansion -
3. Business Retention -
4. Business Start Ups -
5. Professional Development -
6. Gem State Prospector-
7. Other-

Note: Performance measures will be customized on a program by program basis. At a minimum each performance measure will include numerical goals that parallel Rural Idaho Economic Development Professional Program reporting format. The department reserves the right to include additional performance requirements in advance of issuing a formal MOU.

Attachment B
Sustainability

1. Board Training and Development (It will be expected that the board will participate in X amount of trainings to be conducted by the DEPARTMENT and/ or its partners.) –
2. Staff Professional Development (Staff paid for with Department funds will participate in X amount of trainings conducted by the DEPARTMENT and/or its partners.)-
3. Private Participation (During the period of the MOU the GRANTEE will be required to engage in activities to increase private sector participation in all aspects of the organization. This standard may include both prescribed activities and board membership quotas)-
4. Fundraising (The GRANTEE and its board will be expected to raise funds above and beyond the minimum match required. Expect this section to include specific fund raising goals, descriptions of fundraising efforts and/or timelines for completing fundraising efforts)
5. Organizational Marketing (Here the DEPARTMENT will be looking for a list of efforts to be undertaken by the GRANTEE to market their individual program and timelines for completing those efforts)

Note: Sustainability measures will be customized on a program by program basis. The department reserves the right to include additional sustainability requirements in advance of issuing a formal MOU.



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208-354-8780
FAX: 208-354-8410

Teton County Clerk

150 Courthouse Drive
Driggs, Idaho 83422

August 7, 2013

TO: County Commissioners
FROM: Mary Lou
SUBJECT: Clerk's FY 2014 Budget Memo #7

1. The attached *Budget Summary as of July 23, 2013* reflects the decisions made during your July 22 meeting, plus the fact that the Fire District has agreed to provide less funding than requested (*page 3*). I also increased the Fund 62 FEMA Teton Creek restoration budget to provide enough FY 2014 budget authority in case construction gets off to a slower start than expected. The *Budget Summary* also reflects the departmentalization of all payroll taxes and benefits, plus shifting funds for all approved computer purchases into the IT department.
2. The *Budget Summary* shows a \$20,150 shortfall in the *Funds Receiving General Property Tax Revenue*. I've prepared a spreadsheet listing the changes that caused the budget to go from surplus to shortfall, along with several ideas for how to eliminate the shortfall (*page 4*). Please let me know what changes to make to balance these budgets.
3. The attached *Equity Adjustments & Merit Raises for FY 2014* (*page 5*) summarizes your July 22 decisions. Those decisions are reflected in the updated confidential *Employee Salaries per 7-22-13 Decisions*. Please review both documents for accuracy and let me know if you want to make any changes.
4. ***Please remember to shred all confidential personnel information that has been provided for your merit raise discussions.***
5. I've attached the *Non-Profit Funding* summary (*page 7*) and copies of the non-profit contracts (*pages 8-16*). The contracts have been reviewed and approved by Prosecutor Spitzer. Please make a single motion to approve all.
6. I recommend increasing the 01-09 budget for FY 2014 by \$20,000 to pay for the emergency masonry repairs. You have already earmarked \$20,000 of FY 2014 contingency funds, but it appears doubtful that the work will be done before Sept. 30. The increase to the FY 2014 budget would be offset by remaining cash due to the unspent contingency.

BUDGET SUMMARY: All Funds

FISCAL YEAR 2014 as of July 23, 2013

Fund / Department		Actual Expenses FY 2011	Actual Expenses FY 2012	Approved Budget FY 2013	FY 2014 Budget Request	FY 2014 Budget after June meetings	FY 2014 Budget after July 8 & 11 meetings	FY 2014 Budget after July 22 meeting				
FUNDS RECEIVING GENERAL PROPERTY TAX REVENUE	01-General Fund											
	1-Clerk / Auditor	111,639	107,866	114,345	117,212	115,712	116,312	152,784				
	2-Assessor	194,976	195,748	191,818	209,293	206,207	204,481	268,480				
	3-Treasurer / Tax Collector	124,276	123,466	141,765	141,422	141,422	141,422	180,778				
	4-Sheriff	772,912	780,661	728,822	934,701	843,841	837,341	1,023,712				
	5-Commissioners	143,470	146,997	148,767	132,319	132,319	132,435	179,841				
	6-Coroner	19,389	22,127	22,490	31,720	28,770	29,394	34,890				
	7-Prosecuting Attorney	152,187	159,546	177,640	184,571	183,071	184,747	244,638				
	8-Public Works Director	0	81,974	79,551	81,301	81,301	85,001	105,583				
	9-New Courthouse & Grounds	87,160	85,151	84,800	129,254	126,274	126,178	143,301				
	10-Old Courthouse & Grounds	36,353	38,014	22,350	11,080	11,330	11,330	11,330				
	11-Emergency Mgt	58,550	47,841	48,839	51,339	48,839	51,339	65,131				
	13-County Agent	55,543	47,181	46,661	48,465	47,085	46,989	52,960				
	14-Information Technology	127,532	133,176	170,800	244,416	224,716	224,646	282,572				
	15-Elections	35,776	43,426	43,760	48,710	45,810	45,810	54,530				
	17-Law Enforcement Center				30,470	17,660	18,510	18,510				
	18-General	825,556	768,960	1,105,309	1,106,007	1,071,007	1,069,808	382,249				
	19-Dispatch	214,189	183,839	231,844	281,796	246,845	246,845	317,167				
	20-Jail	156,292	90,938	107,000	115,713	110,113	110,113	108,613				
	21-Planning	106,686	114,602	133,687	136,380	136,380	96,240	143,075	REVENUE PROJECTIONS			
	22-Building	85,023	91,317	94,882	93,038	93,434	93,302	125,840	Estimated Non-Prop Tax Revenue	Remaining Cash budgeted to be spent during		
	23-GIS	70,064	69,131	75,654	144,660	99,660	99,760	103,850				
	31-Emergency Services Bldg	0	3,310	5,700	18,650	10,650	10,650	10,650				
	Total General Fund	\$3,377,573	\$3,335,271	\$3,776,485	\$4,292,517	\$4,022,446	\$3,982,653	\$4,010,484	\$1,454,267			
	02-Road & Bridge	1,307,504	1,169,070	1,148,265	1,201,877	1,236,160	1,236,160	1,237,912	951,000			
	06-Court & Probation								144,525			
	1-District Court	245,362	284,334	311,241	348,392	342,914	345,458	327,981				
	2-Juvenile Probation	171,108	172,996	178,595	204,243	193,241	193,934	194,149				
	16-Indigent & Charity	27,973	29,454	102,724	102,646	102,646	102,646	103,550	1,000			
	20-Revaluation	114,995	116,790	116,800	116,800	116,800	116,800	116,800				
	21-Special Planning Projects	62,402	150,089	1,000	0	52,000	52,000	72,000				
	24-Tort	103,986	100,889	110,032	116,607	116,607	116,607	116,607				
	27-Weeds	70,872	69,456	86,443	86,550	86,550	86,700	86,300	3,000			
41-Building Fund	215,647	161,101	2,383,500	1,026,500	1,026,500	1,826,500	1,826,500		1,826,500			
82-County Fair/Fair Board	30,413	42,293	26,700	50,250	34,700	34,700	34,700	14,000				
	\$5,727,835	\$5,631,743	\$8,241,785	\$7,546,382	\$7,330,564	\$8,094,158	\$8,126,983	\$2,587,792	\$1,826,500			
TOTALS for Funds receiving general property tax revenue		2013 Estimated Property Tax Assessment (with 3% increase) Less 10% not collected until FY 2015 & 2016 Plus 50% of delinquent property taxes + penalty + interest TOTAL PROJECTED REVENUE LESS TOTAL BUDGET REQUESTS BUDGET SURPLUS (Shortfall) for funds receiving general prop taxes						\$3,813,935 \$381,394 \$280,000 \$8,106,834 \$8,126,983 (\$20,150)	We have collected 92% of this year's taxes to date			
FUNDS WITH DEDICATED REVENUE									REVENUE PROJECTIONS			
									Estimated Non-Prop Tax Revenues	Estimated Taxes, Fees, Penalty & Interest colctd during	Remaining Cash budgeted to be spent during FY	
	15-Election-State Funds	46,668	33,004	60,000	58,171	63,000	63,000	63,000	63,000			
	23-Solid Waste	1,179,220	1,148,676	1,191,783	1,428,159	1,448,583	1,448,583	1,449,583	498,583	711,000	240,000	
	33-Road, Special	657,797	746,748	1,180,000	1,215,000	1,215,000	1,215,000	1,215,258	13,000	1,005,000	197,258	
	36-Prosecutor's Special Drug Fund	7,100	0	15,000	15,000	15,000	15,000	15,000			15,000	
	43-Road Improve-Dev Donations	8,400	10,882	100,000	100,000	100,000	100,000	100,000			100,000	
	44-E 911 Communications	80,831	117,498	104,778	184,600	184,600	184,600	185,654	110,000		75,654	
	50-Ambulance Service District	614,823	607,828	636,250	635,298	635,298	630,636	630,636	62,700	510,000	57,936	
	51-Mosquito Abatement District	331,409	271,074	311,000	310,672	309,172	309,172	309,172		261,000	48,172	
	54-Waterways/Vessel Fund	1,375	6,918	5,000	7,000	7,000	15,000	15,000	7,000		8,000	
	60-Housing Authority	0	0	0	0	0	0	0				
	61-FEMA Teton Creek Restoration			800,000	618,000	618,000	618,000	956,000	956,000			
	62-Idaho E911 Grants			126,000	93,000	132,000	132,000	76,218	76,218			
	75-County Hospital Operation	88,273	0	0	0	0	0	0				
	84-Teton Valley Arena	5,537	1,721	246,000	246,500	246,000	246,000	247,000			247,000	
	86-Grants Fund	149,378	199,202	202,019	350,496	304,221	304,221	303,159	303,159			
	90-93Capital Improvement Fees			162,000	137,000	147,000	167,000	167,000			167,000	
		\$3,170,811	\$3,143,551	\$5,139,830	\$5,398,896	\$5,424,874	\$5,448,212	\$5,732,680	\$2,089,660	\$2,487,000	\$1,158,020	
	TOTALS for Funds with dedicated revenue		TOTAL PROJECTED REVENUE LESS TOTAL BUDGET REQUESTS BUDGET SURPLUS (Shortfall) for funds with dedicated revenue						\$5,732,680 \$5,732,680 \$0			
	GRAND TOTAL for all Funds		\$8,898,646	\$8,775,294	\$13,381,615	\$12,945,278	\$12,755,438	\$13,542,370	\$13,859,663	\$4,657,452	\$6,199,541	\$2,982,520

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From: Bob Zombro [<mailto:bzombro@tetoncountyfire.com>]
Sent: Thursday, July 25, 2013 01:51 PM
To: Mary Lou Hansen
Subject: RE: County Budget Request

Hey Mary Lou,

Commissioner Parsons asked me to respond to your request for budget items; Dispatch and GIS. All three commissioners agree with this proposal to the County for those items.

(please see previous emails below)

The Fire Commissioners have agreed to pay to Dispatch for FY 2014: \$50,000.
GIS for FY 2014: \$ 2,000.

If you have any questions please feel free to contact the Fire Commissioners.

From: Bob Zombro [<mailto:bzombro@tetoncountyfire.com>] Good Morning Commissioners,

Ruby asked me to send this to you. Please reply to me asap if you agree so we can send it to Mary Lou.

Sheriff's office has 2/3 of the calls.

Ambulance & Fire District has 1/3 of the calls between them.

We will pay Dispatch for the next FY 2014 the amount of \$50,000.

Also, GIS: we don't use any more than the community citizens use it, so we will pay GIS for the next FY 2014 the amount of \$2,000.

Bob Zombro

From: Bret Campbell [<mailto:bcampbell@tetoncountyfire.com>]
Sent: Wednesday, July 17, 2013 11:17 AM
To: Jason@Lethamarchitects.com; Bob Zombro; Earle Giles; kent wagener; rjhoopes@pdt.net; Ruby Parsons; Scott Wood
Subject: Dispatch call analysis

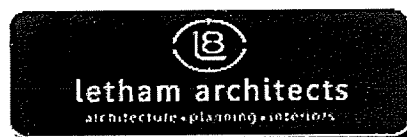
The breakdown is as follows:

Total calls	9,878	100%
Fire Related	659	6.67%
502 burn permit related		
EMS Related	367	3.71%
Search & Rescue Related	17	0.17%
Law Related	8,835	89.44%
Includes "other"		

s that is fine.
I think this is a great counteroffer!

Jason P Letham

Jason@lethamarchitects.com



tel: 208-354-5335 fax: 208-485-4202

letham architects
(dba L8 Group Inc.)
45 E. Little Ave
P.O. Box 15
Driggs, Idaho 83422

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FY 2014 Budget: Changes that created shortfall & possible solutions		
Budget Surplus after July 8 & 11 decisions	\$47,195	
Additional allocation for code re-write	-20,000	Clerical prep time, minute-taking, advertising, stipends
Budget for 16 hr/wk compliance officer	-18,000	\$17.50/hour x 52 weeks + payroll taxes
Merit raises	-13,000	Cost more than placeholder amounts
Taxes & PERSI related to raises	-4,786	Cost more than placeholder amounts
Tri County Probation	17,000	Cost less than placeholder amount (will be higher next year)
Law Clerk	-1,000	Cost more than placeholder amounts
Dispatch/GIS revenue from Ambulance & Fire	-27,559	Fire District contributing less than requested
Current Budget shortfall	-\$20,150	
Possible savings in Expense Budget		
Reduce amount budgeted for Compliance Officer	9,300	Hire Prosecutor's Investigator for 8 hrs/wk
Reduce contingency fund	10,000	Would lower amount to \$110,000
Assume \$7,000 trade-in value for 3 Sheriff vehicles	6,000	Blue Book value for "fair" condition trade-in = \$8,186
Reduce additional allocation for code re-write	5,000	Should ask S. Loosli
Reduce court contingency fund	5,000	Would lower amount to \$10,000
Reduce JPO hours from 36 to 32 per week	5,200	Should ask Brittany
Eliminate budget for 2015 Centennial Celebration	2,000	
Eliminate new part-time DMV Clerk	12,700	Should ask Assessor
Reduce amount for Weed Control	5,000	Would lower amount to \$10K (max spent in 3 yrs=\$6K)
Reduce parcel editing budget	10,000	Would lower amount to \$15,000
Other ideas?	??	
Total of possible savings	\$70,200	
Possible increases to Revenue Budget		
Assume a 90.5% prop tax collection rate	19,000	This year's rate at 92%, current assumption is 90%
Plan to spend some General Fund Remaining Cash	10,000	
Total of possible increases to revenue	\$29,000	
Budget surplus if accept all options listed above	\$79,050	<i>Please select options desired to eliminate shortfall</i>

(6 of 16) contains personnel
evaluation information exempt
from public disclosure

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EQUITY ADJUSTMENTS & MERIT RAISES FOR FY 2014

1. SALARY SCHEDULE. A 1% market adjustment was made to the County's Salary Schedule for Fiscal Year 2014. This adjustment did not provide automatic salary increases for any employee.
2. EQUITY RAISES. The FY 2014 budget includes equity raises for 13 employees to get them up to the 86% rate. It also includes equity raises to get 27 employees up to the 91% (Proficient) rate because they have worked at their current pay grade for at least two years. There were no equity raises for Elected Officials.
3. MERIT RAISES. Merit raise requests were evaluated using the following guidelines:
 - a. Employees receiving equity raises to reach 86% of the market rate were eligible for maximum merit raises of 25 cents per hour;
 - b. No merit raises for employees receiving equity raises to reach 91% of the market rate unless the combined merit plus equity raise was 50 cents per hour or less;
 - c. Maximum merit raise of 50 cents per hour for employees receiving no equity raise;
 - d. Maximum merit raise of 25 cents per hour for employees currently earning 100% or more of the market rate; and
 - e. No merit raises for employees with less than one year of employment at current pay grade as of 12-31-13.
 - f. Exception: Since there is significant market competition for equipment operators, Road & Bridge employees were eligible for merit raises greater than the amounts specified above.
4. IN SUMMARY, the County has:
 - 71 regular employees (*year-round, full- & part-time*)
 - 18 will receive no raises in FY 2014 (*including 9 county elected officials*)
 - 41 will receive equity raises to reach 86% or 91% of market
 - 24 will receive merit raises awarded per the guidelines above
(*12 of those will also receive equity raises*)

The total of all raises is about \$83,500 (\$62,500 for equity and \$21,000 for merit).

These raises will represent 2.8% of the county's gross payroll for FY 2014.

7 of 16

Non-Profit Funding Requests: FY 2014							
Organization	Request Received	Amount Received FY 2013	Amount Requested FY 2014	Preliminary Amount Approved	Final Amount Approved	BOCC signed contract	Non-Profit Signed Contract
American Legion	x	6,647	6,846	6,846	6,647	N/A	
Family Safety Network	x	2,500	5,000	5,000	✓2,500	✓	
Seniors West of the Tetons	x	6,000	6,000	6,000	✓6,000	✓	
SPAN Teton Valley (Suicide Prevention)	x	5,000	5,000	5,000	✓5,000	✓	
Targhee Regional Public Transit Authority (TRPTA)	x	5,000	5,000	5,000	✓5,000	✓	
Teton Valley Community Animal Shelter	x	9,600	9,600	9,600	✓9,600	✓	
Teton Valley Community Recycling	x	3,000	3,000	3,000	✓3,000	✓	
Teton Valley Food Pantry (Food Bank)	x	6,000	7,000	7,000	✓6,000	✓	
TOTALS		\$43,747	\$47,446	\$47,446	\$43,747		

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Family Safety Network Agreement

This Agreement is made by and between Teton County, Idaho (hereinafter the County), and the **Family Safety Network**.

RECITALS

Whereas, the County supports the Family Safety Network in their efforts to provide free, confidential support to victims of domestic violence, sexual assault and child abuse in Teton County; and

Whereas, the Family Safety Network has asked the County to provide financial assistance in order to help achieve their goals.

TERMS AND CONDITIONS

Therefore, for mutual consideration, the County does hereby agree with the Family Safety Network that it shall contribute the sum of Two Thousand Five Hundred Dollars (\$2,500) during the 2014 fiscal year to the Family Safety Network to assist Teton County residents who are victims of domestic violence, sexual assault or child abuse;

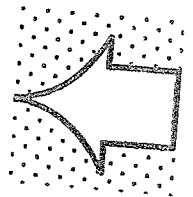
The County's contribution will be made about January 31, 2014 in the form of a check payable to the Family Safety Network;

The Family Safety Network shall use the contributed sum exclusively for the stated purposes of assisting Teton County residents who are victims of domestic violence, sexual assault or child abuse;

The Family Safety Network understands that this is a one-time contribution and the County makes no promises or representations that such money will be available in any future fiscal years;

The Family Safety Network agrees to provide an annual financial report for the previous fiscal year no later than June 1, 2014; and

The Family Safety Network understands that it is not an employee of Teton County for any purpose, and that it is responsible as an independent contractor to fulfill all responsibilities pursuant to this agreement.



BY:

Liz Pitcher, President
Family Safety Network

Date

BY:

Kelly Park, Chairman
Teton County Board of Commissioners

Date

9 of 16

Seniors West of the Tetons Agreement

This agreement is made by and between Teton County, Idaho (hereinafter the County), and **Seniors West of the Tetons** (hereinafter Senior Center).

RECITALS

Whereas, Teton County, Idaho supports the Senior Center in their efforts to provide meals and other services to the elderly and other eligible parties; and

Whereas, Teton County, Idaho requires the use of Senior Center facilities for elections and other special meetings; and

Whereas, the Senior Center has asked the County to provide financial assistance in order to help achieve their goals and maintain their facilities.

TERMS AND CONDITIONS

Therefore, for mutual consideration, the County does hereby agree with the Senior Center that it shall contribute the sum of Six Thousand Dollars (\$6,000) during the 2014 fiscal year to the Senior Center to provide food meals and other services to the elderly and other eligible parties, and to allow the County to use the Senior Center facilities for elections and special meetings;

The County's contribution will be made about January 31, 2014 in the form of a check payable to the Seniors West of the Tetons;

The Senior Center shall use the contributed sum exclusively for the stated purposes of providing meals and other services and to maintain the Senior Center facilities in order that they might be used for elections and special meetings;

The Senior Center understands that this is a one-time contribution and the County makes no promises or representations that such money will be available in any future fiscal years;

The Senior Center agrees to provide an annual financial report for the previous fiscal year no later than June 1, 2014; and

The Senior Center understands that it is not an employee of Teton County for any purpose, and that it is responsible as an independent contractor to fulfill all responsibilities pursuant to this agreement;



BY: _____
Ruby Parsons, Chairman
Seniors West of the Tetons

Date

BY: _____
Kelly Park, Chairman
Teton County Board of Commissioners

Date

10 of 16

Suicide Prevention Action Network-Teton Valley Agreement

This Agreement is made by and between Teton County, Idaho (hereinafter the County), and the **Suicide Prevention Action Network-Teton Valley** (hereinafter SPAN-TV).

RECITALS

Whereas, the County supports SPAN-TV in their efforts to develop and implement a coordinated and proactive suicide prevention and response plan for Teton County; and

Whereas, SPAN-TV has asked the County to provide financial assistance in order to help them achieve their goals.

TERMS AND CONDITIONS

Therefore, for mutual consideration, the County does hereby agree with SPAN-TV that it shall contribute the sum of Five Thousand Dollars (\$5,000) during the 2014 fiscal year to SPAN-TV for suicide prevention training programs and subsidized mental health counseling for needy residents of Teton County, Idaho;

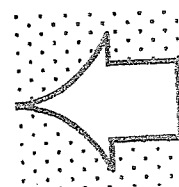
The County's contribution will be made about January 31, 2014 in the form of a check payable to the Suicide Prevention Action Network-Teton Valley;

SPAN-TV shall use the contributed sum exclusively for the stated purposes of suicide prevention training and subsidized counseling;

SPAN-TV understands that this is a one-time contribution and the County makes no promises or representations that such money will be available in any future fiscal years;

SPAN-TV agrees to provide an annual financial report for the previous fiscal year no later than June 1, 2014; and

SPAN-TV understands that it is not an employee of Teton County for any purpose, and that it is responsible as an independent contractor to fulfill all responsibilities pursuant to this agreement.



BY:

Tony Liford, co-Chairman
Suicide Prevention Task Force

Date

BY:

Kelly Park, Chairman
Teton County Board of Commissioners

Date

Targhee Regional Public Transit Authority Agreement

This Agreement is made by and between Teton County, Idaho (hereinafter the County), and **Targhee Regional Public Transit Authority** (hereinafter TRPTA).

RECITALS

Whereas, the County supports TRPTA in its efforts to provide demand response bus service in Teton County; and

Whereas, TRPTA has asked the County to provide financial assistance in order to help provide such bus service.

TERMS AND CONDITIONS

Therefore, for mutual consideration, the County does hereby agree with TRPTA that it shall contribute the sum of Five Thousand Dollars (\$5,000) during the 2014 fiscal year to TRPTA to help fund the operation of a demand response bus service in Teton County, Idaho;

The County's contribution will be made about January 31, 2014 in the form of a check payable to TRPTA;

TRPTA shall use the contributed sum exclusively for the stated purpose of providing a demand response bus service;

TRPTA understands that this is a one-time contribution and the County makes no promises or representations that such money will be available in any future fiscal years;

TRPTA agrees to provide an annual financial report for the previous fiscal year no later than June 1, 2014; and

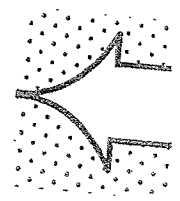
TRPTA understands that it is not an employee of Teton County for any purpose, and that it is responsible as an independent contractor to fulfill all responsibilities pursuant to this agreement.

BY: _____
Burke Webster, Chairman
Targhee Regional Public Transportation Authority

Date

BY: _____
Kelly Park, Chairman
Teton County Board of Commissioners

Date



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**CONTRACT AGREEMENT FOR TETON COUNTY
ANIMAL SHELTER SERVICES**

Agreement is hereby made between Teton County (County) and the **Teton Valley Community Animal Shelter (TVCAS)**, an Idaho Non-Profit Corporation, as set forth below according to the following terms and conditions:

1. Services provided by TVCAS – Lost or Stray Animals

- A. TVCAS shall operate an animal shelter for care and shelter of stray, lost, abandoned and neglected dogs and cats. The shelter shall be open to the public and shall accept stray, lost or abandoned dogs and cats from 12 pm to 4 pm, Tuesday through Friday and 10 am – 4 pm Saturday, except in cases of inclement weather or natural disaster.
- B. Personnel will answer phone calls during business hours as well as have an emergency contact person for after hours (evenings after 4pm and Sunday and Monday all day and night.)
- C. TVCAS staff shall:
 - 1. Attempt to notify owners/guardians of lost or stray animals personally by telephone or by mail, as soon as possible if the owner/guardian is known or can be ascertained with reasonable effort; and
 - 2. Check local newspapers having general circulation in the community to determine if an animal is advertised which answers the description of an animal in the shelter.
- D. TVCAS shall make every effort to provide proper shelter, food, water, care and humane treatment for all strays for a holding period of ten (10) business days. An injured stray may be held at a veterinary clinic within Teton County if TVCAS is unable, despite good faith efforts, to provide shelter, food, water, care and humane treatment for the animal. After the holding period, TVCAS shall determine the disposition of animals – euthanasia or holding for an additional period for possible placement with responsible owners/guardians.
- E. Provide the holding facilities and care for stray canine and feline rabies suspects pending final determination of the disease, up to the maximum number of animals the facility can hold as determined by safe, quarantine space within the facility.
- F. Provide redemption, during business hours, of stray animals. An owner/guardian redeeming an animal must meet the following requirements:
 - 1. Provide proof of current license, when applicable.
 - 2. Pay TVCAS the established redemption and boarding fees:
 - a. If animals are in the shelter for one night a \$20 boarding fee will be assessed.
 - b. If it is a repeat pick-up and/or admission, there is an additional fee of \$25 for the second offense, \$50 for third offense and \$100 for each additional offense thereafter.

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- c. A boarding fee of \$20 per night will be added for each day after notification of owner in person or by mail, personal service, or other applicable statutory method.
 3. TVCAS may establish revised redemption and boarding fees, as appropriate, during the period of this contract and forward notification to Teton County as specified in Section 9.
- G. Provide adoption services for animals unclaimed by owners. Evaluate the animals for temperament and health prior to adoption. Provide the following health services to be included in the adoption fee charged to the prospective new owner/guardian:
 1. For Dogs:
 - a. Spay/neuter – the animal must be at least 2 months of age and/or at least 2 pounds in weight as recommended by the local veterinarians in Teton County, ID.
 - b. First DHLPP Inoculation
 - c. Heartworm test – only performed on animals of unknown origin or when the origin can be definitively determined to be out of country.
 - d. De-worm for Hook and Round worms
 2. For Cats:
 - a. Spay/neuter – see restrictions above
 - b. First FVRCP Inoculation
 - c. Feline Leukemia/FIV test
 - d. De-worm for Hook and Round worms

It is understood by the parties that TVCAS currently provides the adoption services described in this paragraph (G), and that the provision of these services constitutes an important part of the consideration for the decision by the County to enter into this agreement. However, failure by TVCAS to provide any of the services described in this paragraph (G) shall not, by itself, be grounds for termination of this agreement.

2. Payment by County for Animal Control and Adoption Services

In exchange for the services set forth above, the County shall pay to TVCAS, in monthly installments, the sums identified as follows for coming fiscal year:

<u>Year</u>	<u>Annual Contract</u>	<u>Monthly payments</u>
Fiscal 2014	\$9,600	\$800

It is expressly understood that TVCAS may charge prospective owners/guardians an adoption fee, and that payment by the County of the amount set forth in this paragraph is not intended to cover the cost of the adoption services offered by TVCAS.

3. No Exclusivity

Nothing in the Agreement limits TVCAS from establishing, governing and providing other services to the general public. However, it is specifically understood, by the parties hereto, that only the above-referred to services are required to be performed in order for TVCAS to be designated as the animal shelter agency and obtain payment specified above.

4. Insurance/Limitation of Liability/Indemnity

14 Jul

The County shall not be liable for any loss, injury, death, or damage to persons or property which at any time may be suffered or sustained by TVCAS or by any persons whosoever may at any time is acting as an agent or employee of TVCAS, whether such loss, injury, death or damage shall be caused by or in any way result from or arise out of any act, omission or negligence of TVCAS, or shall result from or be caused by any other matter or thing whether of the same kind as or of a different kind than the matters or things above set forth. TVCAS shall indemnify County against all claims, liability, loss or damages whatsoever on account of any such loss, injury, death, or damage. This paragraph shall not apply to loss, injury, death, or damage arising by reason of the negligence or misconduct of County, its agents or employees.

5. Communications between the Parties

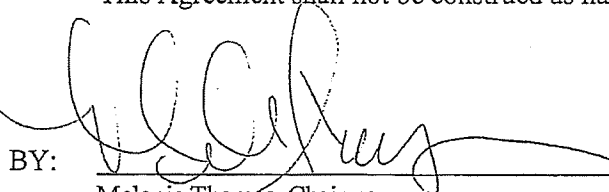
All communications related to this Agreement shall be to the persons listed below or to such other persons that the parties may specify in writing:

TVCAS: Keith Gnagey, Board Member
208-354-0238, krgnagey22@aol.com

Teton County: Mary Lou Hansen, Clerk, clerk@co.teton.id.us
Kathy Spitzer, Prosecutor, kspitzer@co.teton.id.us

6. Savings Clause/Entire Agreement

This writing constitutes the entire Agreement between the parties with respect to the subject matter described herein and no statement, representation or promise with regard to this Agreement shall be binding upon the parties unless in writing and signed by both parties. The captions, lettering and numbering contained in this Agreement are for the convenience of the parties and shall have no independent meaning. This Agreement is the product of informed negotiations by and between the parties, both of whom are represented by counsel. This Agreement shall not be construed as having been drafted by or against any party.

BY: 
Melanie Thomas, Chairman
Teton Valley Community Animal Shelter

8-2-13
Date

BY: _____
Kelly Park, Chairman
Teton County Board of Commissioners

Date

15 of 16

Teton Valley Community Recycling Agreement

This Agreement is made by and between Teton County, Idaho (hereinafter the County), and **Teton Valley Community Recycling** (hereinafter TVCR).

RECITALS

Whereas, the County supports TVCR in its efforts to develop ethical waste reduction solutions that are financially and environmentally sound for Teton County; and

Whereas, TVCR has asked the County to provide financial assistance in order to help achieve their goals.

TERMS AND CONDITIONS

Therefore, for mutual consideration, the County does hereby agree with TVCR that it shall contribute the sum of Three Thousand Dollars (\$3,000) during the 2014 fiscal year to TVCR for development of waste reduction solutions for Teton County, Idaho;

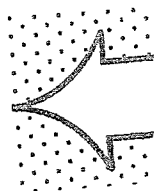
The County's contribution will be made about January 31, 2014 in the form of a check payable to TVCR;

TVCR shall use the contributed sum exclusively for the stated purpose of waste reduction;

TVCR understands that this is a one-time contribution and the County makes no promises or representations that such money will be available in any future fiscal years;

TVCR agrees to provide an annual financial report for the previous fiscal year no later than June 1, 2014; and

TVCR understands that it is not an employee of Teton County for any purpose, and that it is responsible as an independent contractor to fulfill all responsibilities pursuant to this agreement.



BY:

Chris Valiante, President
Teton Valley Community Recycling

Date

BY:

Kelly Park, Chairman
Teton County Board of Commissioners

Date

(16 of 16)

Teton Valley Food Pantry, Inc. Agreement

This Agreement is made by and between Teton County, Idaho (hereinafter the County), and **Teton Valley Food Pantry, Inc.** (hereinafter the Food Bank).

RECITALS

Whereas, Teton County, Idaho supports the Food Bank in their efforts to purchase and distribute food to the needy; and

Whereas, the Food Bank has requested the County to provide financial assistance in order to purchase and distribute food to the needy of Teton County, Idaho.

TERMS AND CONDITIONS

Therefore, for mutual consideration, the County does hereby agree with the Food Bank that it shall contribute the sum of Six Thousand Dollars (\$6,000.00) during the 2014 fiscal year to the Food Bank food bank for the purchase and distribution of food to the needy of Teton County, Idaho;

The County's contribution will be made about January 31, 2014 in the form of a check payable to Teton Valley Food Pantry, Inc.;

The Food Bank shall use the contributed sum exclusively for the stated purpose of purchasing and distributing food to the needy of Teton County, Idaho through their food bank;

The Food Bank understands that this is a one time contribution and the County makes no promises or representations that such money will be available in any future fiscal years;

The Food Bank agrees to provide an annual financial report for the previous fiscal year no later than June 1, 2014; and

The Food Bank understands that it is not an employee of Teton County for any purpose, and that it is responsible as an independent contractor to fulfill all responsibilities pursuant to this agreement.

BY:

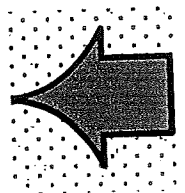
Brian Gibson, President
Teton Valley Food Pantry (dba Teton Valley Food Bank)

Date

BY:

Kelly Park, Chairman
Teton County Board of Commissioners

Date





Board of County Commissioners

July 25, 2013

To: Teton Soil Conservation District

275 Old Railroad Way

Driggs, Idaho 83422

Re: IDEQ 319 Grant

To Whom It May Concern,

On behalf of the Board of County Commissioners of Teton County Idaho, we would like to express our support of the Teton Soil Conservation District applying for an EPA-319 grant through the Idaho Department of Environmental Quality, and encourage the committee to award the District these much needed funds.

If awarded the grant, the District will address soil erosion in Teton County through the implementation of a no-till drilling system to be used by agricultural producers throughout the county. Additionally, some of the funds will be used towards direct erosion sediment source issues as they relate to the headwaters of the Teton River.

The activities of the Conservation District touch many facets of our valley and being awarded this grant would provide the necessary funding to further their efforts in controlling erosion/sediment that may be transported through agricultural operations through changes in tillage operations and the implementation of erosion control measures, as well as the protection of water resources. The Teton River is a primary body of water in our county and a major economic and natural resource to our tourism industry.

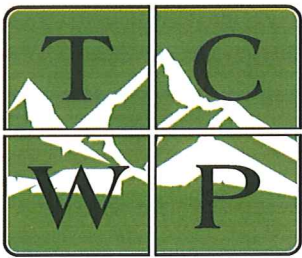
As County Commissioners we support the Districts efforts to ensure strong and viable agricultural operations while managing our natural resources. It is these natural resources which will provide for a healthy and active Teton Valley for years to come. We have confidence that if awarded the EPA-319 grant, the Teton Soil Conservation District will prove to be good stewards of the funds by taking care of the land.

Sincerely,

Teton County Idaho, Board of County Commissioners

A handwritten signature in black ink, appearing to read "Kelly C. Park", is written over a horizontal line.

Commissioner



Teton County Weed & Pest Control District

**P.O. Box 1852
7575 South Highway 89
Jackson, WY 83001**

Phone: 307-733-8419

Fax: 307-733-0983
www.tcweed.org

Mosquito Hotline: 307-733-1896

July 26, 2013

Board of County Commissioners
150 Courthouse Drive
Driggs, ID 83422

Dear Board of County Commissioners,

A concerned citizen from Teton County, Idaho recently contacted our Board regarding concerns over topsoil being transported into Teton County, Wyoming from Idaho. The issue at hand was concern over whether or not this product was certified noxious weed free.

Prevention can be one of the most effective tools in an integrated noxious weed program and we wanted to touch base with you in regards to a Gravel Pit Certification program that the North American Invasive Species Management Association (NAISMA) and the Greater Yellowstone Coordinating Committee Noxious Weed Subcommittee have implemented in the last few years. This program is completely voluntary for pit operators/owners but is critical because many customers are starting to request gravel and top soil that is Certified Weed Free.

We would like to ask that you to join us in encouraging gravel and topsoil pit owners as well as landscapers on both sides of the Tetons to learn more about this program and participate. We have staff available to visit locations and certify pits, based on the NAISMA standards, free of charge. We will also be launching a campaign in 2014 to educate end users so that they can request certified product to help prevent unintentional introduction of invasive species on their property.

We appreciate your time and attention to this matter and your partnership. Working to control invasive species at the source, whether in Idaho or Wyoming, before the products are transported to new locations is critical for preserving wildlife habitat, protecting agricultural lands and saving residents time and money.

Sincerely,

John Becker
Chairman

Enclosed: Gravel Pit Certification Standards, Gravel Pit Certification Form

cc: Ben Eborn, University of Idaho Extension; Matt Voile, Idaho Department of Agriculture

Gravel pit minimum standards

Gravel/borrow area shall be free of those noxious weeds or undesirable plant species identified in the following list and those weeds declared noxious within the state of origin.

1. Gravel/borrow material shall be inspected in the State/Province of origin by proper officials or authority.
2. Gravel/borrow material shall also be inspected in the area of origin (area shall include, but not limited to, surrounding ditches, top soil piles, gravel/sand piles, fence rows, roads, easement, rights-of-way, working areas, storage areas, and a buffer zone surrounding the area.)
3. Gravel/borrow material shall be inspected prior to movement by the proper officials or authority.
4. Gravel/borrow area which contains any noxious weeds, or undesirable plant species, as identified in the following list, may be certified if the following requirements are met:
 - a. Area upon which the gravel/borrow material was mined was treated to prevent seed formation or seed ripening to the degree that there is no danger of dissemination of the seed, or any injurious portion thereof from such noxious weeds, or undesirable plant species, or the propagating parts of the plant are not capable of producing a new plant.
 - b. Noxious weed(s) or undesirable plant species was treated not later than rosette to bud stage, or boot stage for grass species.
 - c. Treatment method can include but is not limited to: 1) burning, 2) mowing, cutting or rouging, 3) mechanical methods, or 4) chemicals.
5. An inspection certificate shall document that the above requirements have been met based upon a reasonable and prudent visual inspection.

Minimum Guidelines for gravel/borrow material inspections:

The inspector will follow the following inspection procedures:

1. The entire border shall be walked or driven.
2. All storage areas, gravel/sand piles shall also be inspected and meet the standards.

3. Around all equipment, crushers, and working areas must be inspected to meet the standards.
4. Areas shall be inspected regularly at least twice a year in the growing season.
5. An inspector may not inspect gravel/borrow material of which said inspector has ownership or financial interest.

North American Weed Free Forage Certification Standards List

Absinth wormwood	<i>Artemisia absinthium</i>
Bermudagrass	<i>Cynodon dactylon</i>
Buffalobur	<i>Solanum rostratum</i>
Canada thistle	<i>Cirsium arvense</i>
Common burdock	<i>Arctium minus</i>
Common crupina	<i>Crupina vulgaris</i>
Common tansy	<i>Tanacetum vulgare</i>
Dalmatian toadflax	<i>Linaria dalmatica</i>
Diffuse knapweed	<i>Centaurea diffusa</i>
Dyers woad	<i>Isatis tinctoria</i>
Field bindweed	<i>Convolvulus arvensis</i>
Hemp (marijuana)	<i>Cannabis sativa</i>
Henbane, Black	<i>Hyoscyamus niger</i>
Hoary cress, (Whitetop)	<i>Cardaria spp)</i>
Horsenettle	<i>Solanum carolinense</i>
Houndstongue	<i>Cynoglossum officinale</i>
Johnsongrass	<i>Sorghum halepensis</i>
Jointed goatgrass	<i>Aegilops cylindrica</i>
Leafy spurge	<i>Euphorbia esula</i>
Matgrass	<i>Nardus stricta</i>
Meadow knapweed	<i>Centaurea pratensis</i>
Medusahead	<i>Taeniatherum caput-medusae</i>
Milium	<i>Milium vernale</i>
Musk thistle	<i>Carduus nutans</i>
Orange hawkweed	<i>Hieracium aurantiacum</i>
Oxeye daisy	<i>Chrysanthemum leucanthemum</i>
Perennial pepperweed	<i>Lepidium latifolium</i>
Perennial sorghum	<i>Sorghum alnum</i>
Perennial sowthistle	<i>Sonchus arvensis</i>
Plumeless thistle	<i>Carduus acanthoides</i>
Poison hemlock	<i>Conium maculatum</i>
Puncturevine	<i>Tribulus terrestris</i>
Purple loosestrife	<i>Lythrum salicaria</i>
Quackgrass	<i>Agropyron repens</i>

Rush skeletonweed
Russian knapweed
Scentless chamomile
Scotch broom
Scotch thistle
Sericea Lespedeza
Silverleaf nightshade
Skeletonleaf bursage
Spotted knapweed
Squarrose knapweed
St. Johnswort
Sulfur cinquefoil
Syrian beancaper
Tansy ragwort
Toothed spurge
Wild oats
Wild proso millet
Yellow hawkweed
Yellow starthistle
Yellow toadflax

Chondrilla juncea
Centaurea repens
Matricaria perforata or *M. milaceum*
Cytisus scoparius
Onopordum acanthium
Lespedeza cuneata
Solanum elaeagnifolium
Ambrosia tomentosa
Centaurea maculosa
Centaurea virgata
Hypericum perforatum
Potentilla recta
Zygophyllum fabago
Senecio jacobaea
Euphorbia dentata
Avena fatua
Panicum miliaceum
Hieracium pratense
Centaurea solstitialis
Linaria vulgaris

(State) CERTIFICATION OF INSPECTION

NAGCS/ WDA-04-07

Pit inspection history

____ 1st year

____ 2nd year

____ 3rd year

____ 4 or more years (specify)

Date ____ / ____ / ____

NAGCS No. WY ____ / ____ / ____

STATE PERMIT # _____

____ County Weed and Pest Control District. 307- _____ - _____

This certifies that the gravel pit described herein, has been inspected according to the NAWMA* certification standards. The objective of the program is to help prevent and slow the speed of the Designated Noxious Weeds by providing gravel/borrow material that is free* of the potential for transport and dispersal of listed weed species.

Operator _____ Phone: _____ - _____ - _____

Address _____ City _____ State _____ Zip _____

Pit Location _____ Acres inspected _____

Material description: (Sand/ Gravel/Rock/Top soil) _____

Level of certification:

A. EXCEEDS requirements of the NAWMA certification standards and contains only the specified gravel/borrow material with no non-native plants noted.

B. MEETS requirements of the NAWMA certification standards. This gravel/borrow material contains variable amounts of annual weeds and/or other weeds not listed as prohibited or noxious per NAWMA & State standards. (Weeds noted): _____

C. MINIMUM requirements of the NAWMA certification standards are met. *This gravel/borrow material contains variable amounts of prohibited or noxious weed species which were immature, (no viable seed) when treated to prevent seed formation. These plant parts, although not usually desirable in the gravel/borrow material, are considered unable to begin new infestations. (Weeds noted): _____

Additional comments: _____

D. FAILED Explanation _____

REQUIREMENTS

Gravel/borrow material must be certified to the NAMWA certification standards and inspected by proper officials. Inspection shall include, but not limited to, surrounding ditches, top soil piles, gravel/sand piles, fence rows, roads, easement, rights-of-way, working areas, storage areas and a buffer zone surrounding the area.

Certification shall be based on a reasonable and prudent visual inspection. This certification terminates on:

Date: ____ / ____ / ____.

Certified by: _____ Title _____

*NAWMA-North America Weed Management Association

***Disclaimer: Certified gravel/borrow material may have viable seeds from previous years. Plant seed can not be killed by registered pesticides. Certification consists of a prudent and visual inspection for that year (s) certification for this pit. Previous years may have had seed drop that can still be viable. This is a buyer beware program.**

DISTRICT COURT
SEVENTH JUDICIAL DISTRICT
STATE OF IDAHO



JON J. SHINDURLING
Administrative District Judge
FOR
BONNEVILLE, BINGHAM, BUTTE,
CLARK, CUSTER, FREMONT,
JEFFERSON, LEMHI, MADISON,
AND TETON COUNTIES

DISTRICT OFFICES
BONNEVILLE COUNTY COURTHOUSE
605 NORTH CAPITAL AVE.
IDAHO FALLS, IDAHO 83402
TEL. (208) 529-1350 EXT. 1341
FAX (208) 529-1310
EMAIL: jshindurling@co..bonneville.id.us.

TO: Scott Ronan
Idaho Supreme Court
P.O. Box 83720
Boise, ID 83720-0101

July 22, 2013

RE: Proposal for Collaborative County/State Funding for District – Wide Problem-Solving Court
Implementation and Coordination in the 7th Judicial District

Please find attached the completed Supreme Court's template to assist in documenting the previous FY 2013 and proposed FY 2014 state and county funding for drug court implementation and coordination of felony, misdemeanor/DUI, and juvenile drug courts in the 7th Judicial District.

As you examine the completed template please take notice that the eight county contributions for the coordination and implementation of the misdemeanor and juvenile drug courts is substantial. For the past state fiscal year 2013, the Supreme Court provided \$233,951.00 towards the coordination of the drug and mental health courts, while eight counties matched that funding with \$379,700. For the proposed FY 2014 allocation requests, the attached template shows \$285,800 state funding that will be matched by \$384,200.00 from our 8 counties.

The discussion of possibly creating a district-wide coordinator, combined with the expiration on March 30, 2013 of the \$55,000.00 federal grant that funded juvenile and YAC drug court coordination, has had a number of impacts and consequences as follows –

- After the Supreme Court provided 3 months of "bridge funding", the YAC/Juvenile drug court coordinator contract has been terminated, but is being extended on a month by month basis until the adult Bonneville drug court coordinator is hired. Jefferson County is providing further bridge funding in July and Bonneville County funding the month of August on a week by week basis.
- **REQUEST TO DISSOLVE UPPER VALLEY JUVENILE DRUG COURT** -The attached plan was not able to come up with or include funding for the coordination of the Upper Valley Juvenile Drug Court – thus this funding proposal is also a **written request to formally DISSOLVE** the Upper Valley Juvenile drug court for Jefferson, Madison, and Fremont Counties. The 3 year Federal grant was an opportunity to secure the very much needed funding for the regional collaborative

coordination for the juvenile drug courts in Bingham, Bonneville, and Upper Valley Counties. The funding for juvenile drug court coordination was essential for the survival of the Bonneville and Upper Valley juvenile drug courts, and Bingham had consented to participate in the collaborative effort. The attached proposed funding suggests that if the District-wide coordinator is hired, that individual would also oversee the Bonneville and Bingham Juvenile drug courts, but the more complex three county juvenile drug court coordination would be too time consuming for the district-wide coordinator. To replace the Upper Valley juvenile drug court, each Upper Valley County juvenile presiding judge has individually agreed to conduct weekly review hearings of their high risk/high need substance abusing juvenile offenders, and each County can access the juvenile SUDS allocation for the treatment funding. JMP court remains available to all 3 Upper Valley counties with a capacity of 15 participants for the three counties.

- About half of the Supreme Court coordination funding of \$233,000 for FY 13, or \$113,300, is dedicated to the implementation of 4 adult mental health courts and 2 juvenile mental health courts with a total of 90 participants in five different counties. The 7th District assumes these dollars are dedicated to only mental health courts and can and should not be used for the coordination of drug courts, even though page 2 of the attached Supreme Court template “consolidates or blends” these dollars, and no longer delineates them as separate funds. Our perception is the 7th District has maximized the utilization of the \$113,300.00, and gets more mileage out of these state mental health court coordination dollars compared to any other Judicial District. Another way to express this statement – the 7th district has the lowest “mental health court coordination cost per participant” than any Judicial District using the state funds allocated for this purpose.

Drug Court Coordination includes Community Supervision and Labor for Drug Testing

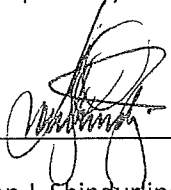
“Coordination” of drug courts not only requires coordination of community stake holders, participants, team members, and community resources, quality assurance oversight, training, community outreach, data analysis, and conducting process evaluations, but “coordination” also requires funding for community supervision of participants and the labor for drug testing. The coordination of drug courts is dead in the water without the funding for community supervision of participants and the labor for drug testing. For misdemeanor, juvenile, and felony drug court implementation to move forward, state or county funding for community supervision and collection of drug samples is essential. Thus these matching funds for community supervision and drug testing from the 8 counties is included in the template and needs to be part of any future vision for the collaborative funding of trial court services between the Supreme Court and the 44 counties for the implementation of misdemeanor and juvenile drug courts. Without this visionary partnership with the 44 counties, in particular, the misdemeanor/dui and juvenile drug courts will not expand to scale in Idaho.

The calculations for county probation supervision and drug testing in the attached template is **extremely conservative**, and a substantive case can be made to increase the formula used- specifically \$60,000 salary plus benefits divided by 50 participants = \$1,200.00 per participant. However, it is also true that these high risk offenders being supervised are not additional offenders, and would be supervised by county staff anyway. One major exception to this statement would be those felony offenders that a prosecutor reduces to a misdemeanor with a condition to participate in a drug court. Nevertheless, the intensity of supervising drug court participants is well documented and generally takes double the time of high risk offenders not in drug court. Furthermore, a fulltime probation officer being capable of supervising 50 participants is an exceptional officer, and the more likely average is supervising 30 to 40 participants. In summary, the \$1,200.00 per year is a conservative, balanced multiplier for determining a county's funding match or felony probation funding match.

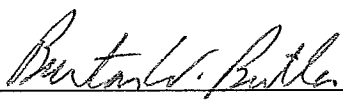
Deputy clerk, prosecutor, and public defender time – a strong case could also be made to include deputy clerk time as county matching funds as part of the “coordination” of drug courts. However, once a trial judge commits to presiding over a drug court, a deputy clerk is automatically part of the equation of using existing staff resources; as is a prosecutor and public defender participation. The participation of these three positions continues to commit county resources, time, and money, but not to the same degree of time as the community supervision of drug court participants by a county probation officer. The supervision of 50 participants is a full time job 40 plus hour per week job for a probation officer, whereas for a deputy clerk, deputy prosecutor, or public defender, the time commitment per week is going to be less than 10 hours.

Your careful review, understanding, and consideration of our attached funding proposal for district-wide problem-solving court coordination is appreciated.

Respectfully submitted,


Jon J. Shindurling
Administrative Judge

7-22-13


Burton W. Butler
Trial Court Administrator

c. Seventh District County Commissions and Elected Clerks, Problem-Solving Court Judges, Adult and Juvenile Implementation Committees, Kerry Hong, Patti Tobias, Roland Gammill, Andrea Patterson, Janica Bisharat

Attachment 1: Supreme Court Drug Court Coordination Template

Supreme Court District Wide Coordinator Template

Date: 7-22-2013

District: Seven

As a reference, below is the FY 2013 Drug Court and Mental Health Court Coordinating Committee (DCMHCCC) approved coordination allocation by district

Description	1st District	2nd District	3rd District	4th District	5th District	6th District	7th District	Total
Drug Court Coordinators	56,650	56,650	56,650	56,650	56,650	56,650	56,650	396,550
Mental Health Court Coordinators	56,650	56,650	56,650	56,650	56,650	56,650	113,300	453,200
Drug Court Coordination Enhancements	50,000	32,000	46,000	70,000	50,000	50,000	50,000	348,000
TOTAL COORDINATION	163,300	145,300	159,300	183,300	163,300	163,300	219,950	1,197,750

Also, here is the FY 2014 Drug Court and Mental Health Court Coordinating Committee (DCMHCCC) approved coordination funds. As per the DCMHCCC approved motion, there is an approved statewide fund of unallocated coordination funds to be distributed upon the approval of district wide coordination plans.

Description	1st District	2nd District	3rd District	4th District	5th District	6th District	7th District	TOTAL Approved Allocation
District-wide Managers	85,850	85,850	85,850	85,850	85,850	85,850	85,850	600,950
Problem-Solving Court Coordination	77,450	59,450	73,450	97,450	77,450	77,450	134,100	596,800
Unallocated Coordination Funds for District Coordination -to be allocated after district coordination plans are submitted	-\$	-\$	-\$	-\$	-\$	-\$	-\$	163,800
One-time CP Drug Court Coordinators	-\$	-\$	-\$	-\$	56,650	56,650	-\$	113,300
One-time Bridge Funding- FY2013 Funds	-\$	12,000	-\$	21,244	-\$	-\$	-\$	33,244
TOTAL COORDINATION	163,300	157,300	159,300	204,544	219,950	219,950	219,950	1,508,094

As a reference, list the current FY 2013 Coordinators, Court, Slots, and current annualized level of funding using state dollars and county or grant funds

<u>Coordinators</u>	<u>Court (County or Counties) and Court Type (DUI, Juvenile Drug court, Felony Drug Court, Mental Health Court, etc.)</u>	<u>Slots</u>	<u>ISC- State Funds for Coordination (Dedicated Court Funds)</u>	<u>County or grant funds (identify each)</u>
Valerie Gardner	Bonneville Felony, Misdemeanor	89	\$40,220.00	\$40,000.00 for coordination plus county funds of \$60,000.00 for probation supervision and labor for drug testing
Claudon Lilya	Bingham Felony, Misdemeanor	53	\$24,210.00	\$24,000.00 for coordination plus \$30,000.00 of county funds for probation supervision and labor for drug testing
Ryan Brown	Jefferson, Madison, Fremont, and Teton Felony, Misdemeanor	57	\$29,862.00	\$25,000.00 for coordination plus \$30,000.00 for county funds for probation supervision and labor for drug testing
Jesse Garner	Bonneville/Jefferson YAC and Bingham Juvenile Drug Courts	45 plus 10	\$14,000.00 bridge from April 1, 2013 to June 30, 2013	\$55,000.00 Jefferson County grant funds expired on 3-30-2013, 3 months supreme court bridge funding expired on 6-30-13; plus \$45,000 for YAC court

				supervision and drug testing
Lexie Gammett	Butte Felony Misdemeanor	6	\$2,453.00	\$3,500.00 county funds for coordination plus \$3,600.00 of county funds for probation supervision and drug testing
Jana Eagle	Lemhi Felony Misdemeanor	14	\$4,906.00	\$8,000.00 county funds for coordination plus \$9,600.00 county funds for probation supervision and drug testing
Stacey McAlevy	Bonneville Child Protection Drug Court	10	\$5,000.00	Plus volunteer time and county funds for \$6,000.00 probation supervision and labor for drug testing
Eric Olson and Crystal Nixon	Bonneville, Bingham, Upper Valley Adult Mental Health Courts, District 7 JMP Court, plus Bonneville Juvenile Drug Courts, plus Bonneville Misdemeanor Diversion Mental Health Court	45 plus 30 plus 30 Plus 15	\$56, 650.00 plus \$56,560.00	Zero, but coordinates six separate mental health courts with the state funds, plus a misdemeanor mental health diversion court, plus \$40,000.00 county funds for probation supervision and labor for drug testing

TOTALS - \$ 233,951 \$ 379,700.00

FY 2014 DISTRICT COORDINATION PLANS

1) List the proposed FY 2014 Coordination needs with designation of Districtwide Coordinator(and if they will be providing direct coordination services for problem-solving courts), Additional Coordination, Courts, Slots, and current annualized level of funding using state dollars, county or grant funds

<u>Coordinators</u> <u>(LIST DISTRICTWIDE COORDINATOR AND OTHER COORDINATORS)</u>	<u>Court (County or Counties) and Court Type (DUI, Juvenile Drug court, Felony Drug Court, Mental Health Court, etc.)</u>	<u>Slots</u>	<u>ISC- State Funds for Coordination (Dedicated Court Funds)</u>	<u>County or grant funds (identify each)</u>
To be Selected Seventh District Wide Problem Solving Coordinator	Bonneville and Bingham Juvenile Drug Court ; dissolve Upper Valley Juvenile Drug Court	40	\$65,850.00	\$20,000.00 for coordination plus \$48,000.00 county funds for probation supervision and labor for drug testing
Bonneville Adult Drug Court Coordinator to be selected before August 2, 2013	Felony, Misdemeanor, Child Protection, and YAC	140	\$53,538.30	\$35,000.00 for coordination plus \$108,000.00 (90x \$1,200) county funds for misdemeanor/juvenile probation supervision and labor for drug testing
Claudon Lilya	Bingham Felony, Misdemeanor	53	\$20,370.15	\$24,000.00 county funds for coordination plus \$30,000.00 county funds for probation supervision and labor for drug testing
Ryan_Brown	Jefferson, Madison, Fremont, and Teton Felony,	57	\$21,649.95	\$25,000.00 county funds for coordination plus \$30,000.00 county funds for

	Misdemeanor			probation supervision and labor for drug testing
Lexie Gammett	Butte Felony Misdemeanor	6	\$3,839.40	\$3,000.00 county funds for coordination plus \$3,600.00 county funds for probation supervision and labor for drug testing
Jana Eagle	Lemhi Felony Misdemeanor	14	\$7,252.20	\$8,000.00 county funds for coordination plus \$9,600 county funds for probation supervision and labor for drug testing
Eric Olson and Crystal Nixon		45 Adult plus 30 Juvenile plus 15 Diversion	\$56,650.00 plus \$56,650.00	County Probation supervision and felony drug testing labor of \$40,000.00

	<u>STATE FUNDS</u>	<u>COUNTY FUNDS</u>
<u>TOTALS</u>	<u>\$285,800.00</u>	<u>\$384,200.00</u>

2) Please identify whether a coordinator currently provides district wide coordination services or if a selection process will need to be designed – SELECTION PROCESS WILL NEED TO BE DESIGNED

3) Please provide a timeline for implementation – immediately, Valerie Gardner has retired effective May 31, 2013



**TETON VALLEY
HEALTH CARE**

Your Healthcare Elevated
120 East Howard Avenue, Driggs, Idaho 83422
208-354-2383 www.tvhcare.org

July 22, 2013

Teton County Board of Commissioners
150 Courthouse Drive
Driggs, ID 83422

RE: 2013 Calendar Q2 Hospital Lease / Report to Lessor

Teton County Commissioners,

Pursuant to the Hospital Lease Agreement as commenced January 1, 2013 between Teton County, Idaho and Teton Valley Health Care, Inc. (TVHC), enclosed please find the following documents and updates:

501(c)3 Status

On June 27, 2013 TVHC was notified by the Internal Revenue Service of the approval of our 501(c)3 tax-exempt non-profit status. Please see attached letter of notification.

Article 4 / Operation and Use of Hospital

4.1) Reports to Lessor:

- Balance Sheet
- Cash Flow Statement
- Income Statement

Article 4.18 / Incurrence of Indebtedness

TVHC secured a six-month line of credit (LOC) on January 2, 2013 in the amount of \$1M dollars. The purpose of the LOC was to provide cash flow support should conversion activity to a qualified 501(c)3 non-profit organization impact medical claim adjudication. The LOC was never initiated during the six-month period and expired on July 2, 2013.

Article 10 / Subordination to Current Bond

As previously reported in Q1, the Teton County, Idaho, Hospital Facilities Refunding Notes, Series 2002 were redeemed and paid in full as of March 15, 2013. The Noteholder surrendered the notes and received their payment in full as of March 15, 2013. Both Lessor and Lessee have no further obligation with respect to the Series 2002 notes. There will be no further report or update regarding this Article.

Liquid Asset Transfer Agreement

Schedule 2 / Payment 1:

No payment due until April 1, 2014.

Other – EMS Grant Award

On June 25, 2013 TVHC was awarded \$43,887 through the Hospital Preparedness Program, via the Office of the Assistant Secretary for Preparedness and Response (ASPR), within the U.S. Department of Health & Human Services. Funds will be used to purchase generators, O2 Cascade System, CO Monitor, wheeled litters and other critical need items for EMS. No items will be capitalized.

We sincerely appreciate the opportunity to deliver quality health care to the community and visitors of Teton County, Idaho. Please direct inquiries to Traci Prenot, CFO @ 354-6340 or via email tprenot@tvhcare.org.

Sincerely,



Traci L. Prenot, CFO



TAX EXEMPT AND
GOVERNMENT ENTITIES
DIVISION

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, D.C. 20224

Date: JUN 27 2013

Teton Valley Health Care, Inc.
120 East Howard Ave.
Driggs, ID 83422

Employer Identification Number:
45-4551946
Person to Contact and ID Number:
L. M. Orcino/1000221553
Contact Number:
(202) 283-9476
Accounting Period Ending:
September 30
Public Charity Status:
509(a)(1) & 170(b)(1)(A)(iii)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
January 11, 2012
Contribution Deductibility:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. **Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.**

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed *Compliance Guide for 501(c)(3) Public Charities* for some helpful information about your responsibilities as an exempt organization.

Sincerely,

 Karen Schiller
Acting Director,
EO Rulings and Agreements

Enclosure:

Pub. 4221-PC, Compliance Guide for 501(c)(3) Public Charities

TETON VALLEY HEALTH CARE, INC.
COMPARATIVE BALANCE SHEET
CALENDAR 2013 QTR 2

ASSETS	June 2013	Dec 2012	Variance
Current Assets			
Cash & Cash Equivalents	\$ 2,361,708	\$ 2,865,507	\$ (503,799)
Restricted Cash	897,482	864,753	32,729
ST Investments 1 Yr TCD	162,985	0	162,985
Receivables			
Patient Receivables, Net of Estimated Reserves	2,399,381	2,065,562	333,819
Estimated Third-Party Payor Settlements	(44,005)	349,133	(393,138)
Other Receivable/Unrestricted Tax Levy	20,686	107,126	(86,440)
Capital Tax Levy	81,204	113,932	(32,728)
Supplies Inventory	656,848	483,704	173,144
Prepaid Expenses	138,748	161,389	(22,641)
Total Current Assets	6,675,037	7,011,106	(336,069)
Noncurrent Assets			
Capital Contribution	0	2,232	(2,232)
Deferred Financing Costs	0	0	0
Net pension benefit		0	0
Capital Assets, Net	2,430,202	2,682,393	(252,191)
LT Investment 2- 5 Yr TCD's	698,464	0	698,464
Total Noncurrent Assets	3,128,666	2,684,625	444,041
Total Assets	\$ 9,803,703	\$ 9,695,731	\$ 107,972
LIABILITIES AND NET ASSETS			
Current Liabilities			
Accounts Payable & Accrued Expenses	\$ 220,292	\$ 289,117	\$ (68,825)
Accrued Salaries & Benefits	943,718	843,016	100,702
Accrued Interest Payable	1,796	19,669	(17,873)
Estimated Third-Party Payor Settlements	0	0	0
Deferred Tax Levy Revenue	0	0	0
Current Maturities Bond	0	152,092	(152,092)
Current Maturities of Capital Lease Obligations	11,555	11,555	-
Total current Liabilities	1,177,361	1,315,450	(138,088)
Noncurrent Liabilities			
Note Payable	792,286	0	792,286
Long-term Debt Less Current Maturities.	0	510,494	(510,494)
Capital Lease Obligations Less Current Maturities	50,385	50,385	-
Net Pension Obligation	209,096	209,096	0
Total Noncurrent Liabilities	1,051,767	769,975	281,792
Net assets			
Invested in capital assets, net of related debt	1,744,976	1,984,040	(239,064)
Unrestricted			0
Restricted for capital acquisition	978,686	976,778	1,908
Unrestricted	4,850,913	4,649,488	201,425
Total Net Assets	7,574,575	7,610,306	(35,731)
Total Liabilities and Net Assets	\$ 9,803,703	\$ 9,695,731	\$ 107,973
Current Ratio:	5.7	5.3	

Change in Net Assets

\$ (35,731)

Cash flows from Operating Activities:**Add (deduct) to reconcile net income to net cash flow:**

Depreciation & Amortization	\$	267,217	
Changes in Accounts Receivable		145,759	
Changes in Capital Levy Receivable		32,728	
Changes in Inventory		(173,144)	
Changes in Prepaid Expenses		22,641	
Changes in Accounts Payable & Accrued Expenses		(68,825)	
Changes in Accrued Salaries & Benefits		100,702	
Changes in Interest Payable		(17,873)	
Changes in Third-Party Payor Liability		-	
Changes in Deferred Tax Levy		-	
Changes in Current Debt		(152,092)	
Net cash inflow from Operating Activities			157,113

Cash flow from Capital & Investing Activities:

Capital Expenditures	(15,026)	
Change in Capital Contributions from Foundation	2,232	
Change in Investments (short & long term)	(861,449)	
Deferred financing costs	-	
Net cash outflow from Investing Activities		(874,243)

Cash flow from Financing Activities

Principal paid on long-term debt	(510,494)	
Note Payable (backed by TCDs)	860,000	
Principal paid on Note Payable	(67,715)	
Principal paid on capital lease obligations	-	
Capital lease obligations paid	-	
Net cash outflow from Financing Activities		281,791

Net Increase (decrease) in cash during period\$ (471,070)

Cash Balance start of period (unrestricted and restricted)

12/31/2012

\$ 3,730,260

Cash Balance end of period (unrestricted and restricted)

6/30/2013

3,259,190

Net Increase (decrease) in cash during period\$ (471,070)

(0)

Teton Valley Health Care
STATEMENT OF REVENUES & EXPENSES
QUARTER 2
CALENDAR YEAR 2013

	Q2 2013 Actual	Q2 2012 Actual	Q2 Variance
Patient Revenue:			
Clinic Revenue	825,204	949,353	(124,149)
In-Patient Revenue	564,011	460,003	104,008
Out-Patient Revenue	<u>2,909,255</u>	<u>3,220,424</u>	<u>(311,169)</u>
Gross Patient Revenue	4,298,470	4,629,780	(331,310)
Deductions from Revenue:			
Contractual Allowances	765,724	1,307,871	542,147
Charity Care	412	18,660	18,248
Bad Debt	<u>252,420</u>	<u>30,029</u>	<u>(222,391)</u>
Total Deductions from Revenue	1,018,556	1,356,560	338,004
Net Patient Revenue	3,279,914	3,273,220	6,694
Other Revenue	26,579	13,061	13,518
Teton County Ambulance District contract	<u>111,327</u>	<u>112,596</u>	<u>(1,269)</u>
	137,906	125,657	12,249
Total Net Revenue	3,417,820	3,398,877	18,943
Operating Expenses			
Salaries	1,789,560	1,516,517	(273,043)
Benefits	337,432	456,646	119,214
Supplies/Minor Equipment	497,987	458,807	(39,180)
Contracted Services	242,174	221,896	(20,278)
Physician Services	119,761	144,148	24,387
Utilities & Telephone	39,857	35,017	(4,840)
Maintenance & Repairs	76,580	44,262	(32,318)
Insurance	27,523	19,296	(8,227)
Depreciation & Amortization	131,012	151,659	20,647
Other Expense	<u>165,319</u>	<u>168,139</u>	<u>2,820</u>
Total Expenses	3,427,205	3,216,387	(210,818)
Operating Income	(9,385)	182,490	(191,875)
Non Operating Revenue & Expense			
Interest income	3,182	318	2,864
Interest Expense	(6,192)	(14,384)	8,192
Grants	54,601	14,500	40,101
Teton County Tax Levy	10,092	249,999	(239,907)
License HH	0	0	0
Gain (loss) disposal of capital assets	<u>0</u>	<u>0</u>	<u>0</u>
Total Non Operating Income	61,683	250,433	(188,750)
Excess of Revenue over Expenses	<u>52,298</u>	<u>432,923</u>	<u>(380,625)</u>
Capital Grants	0	0	0
Capital contributions from Foundation	<u>0</u>	<u>56,805</u>	<u>(56,805)</u>
	<u>52,298</u>	<u>489,728</u>	<u>(437,430)</u>
Excess Revenue over Expense Margin	1.5%	12.7%	
Change in Net Asset Margin	1.5%	14.4%	

GIFTING OF PTO/COMP TIME

1 of 12

July 29, 2013 E-mail to:

TO: Sheriff Liford, Kelly Wells, ML Hansen, County Commissioners, Janette Burr
FROM: Valee Wells

Many years ago when I first went to work for Teton County Wyoming, we had an employee who had a sudden medical emergency. At that time we were able to gift our vacation or comp time to him. That practice changed BUT it helped him out immensely.

After visiting with Rachael Heuseveldt I can see that she is worried about having income continue. Rachael's son Thomas has been in Primary Children for the last couple of weeks. He has MRSA in his leg bone and muscle. The infection keeps moving further up the leg. Today they will be doing echo cardiograms to make sure it hasn't moved into his heart. Thomas has had 3 or 4 surgeries so far drilling into the bone and trying to drain the infection. Rachael has 19 hours left between PTO, Comp and LTI.

Some of us have a lot of Comp or PTO that we could gift or donate to her. While I want her back to work quickly, I want her coming back to work knowing her son is doing well and being able to do the job without worrying how he is doing without her.

Does the county have a policy that strictly forbids this or is this something we could do?

Thank you for your consideration in this matter. -Valee Wells

August 6, 2013

COMMISSIONERS:

After receiving Valee's email (above), all of you asked me to investigate the idea further. Therefore, I sent the following email to my fellow County Clerks and to a list of Personnel Managers who have participated in meetings organized by BDPA Consultants. I received a wide range of comments, which follow on pp 9-12.

You will also be interested in some history about the county's Sick Leave and LTI benefits:

- On December 11, 2006 the Commissioners adopted an updated Employee Manual which eliminated sick leave time and replaced it with a "sick leave bank." However, the new manual only mentioned the sick leave bank and contained no information regarding how it would be set up and/or administered.

- After becoming Clerk in January, 2007, employees who had suffered an illness after losing their sick leave benefit asked me how to access benefits from the sick leave bank. I had no idea how to answer and asked the Commissioners to provide guidance.

- Mark Trupp was the only veteran Commissioner, but did not know how the previous Board/Clerk had intended to set up the sick leave bank. Therefore, I suggested providing a Long Term Illness benefit in lieu of setting up a sick leave bank. The Board agreed and adopted the Long Term Illness policy on April 23, 2007 (see pp 2-3 for the minutes regarding that decision).

- In 2011 Chief Deputy Assessor Juanita Olivas asked whether changes could be made to the LTI policy to make it more flexible. After discussing various possibilities with elected officials and employees, the Board decided to make no changes to the LTI policy, other than to allow employees with the maximum allowable hours of LTI (120) to accrue additional PTO hours at the LTI rate (see pp 4-8).

- There are currently 11 employees accruing extra PTO hours because they have the maximum allowable number of LTI hours.

If you decide to pursue the idea of gifting/donating hours, I recommend that you ask the Employee Benefit Committee to investigate the possibilities and make a recommendation. -mlh

PS. Rachael's son is back from SLC hospital and recovering at home. She has returned to work.

Stevenson said some planner Will Harrington recommends obtaining a bond for 150% of projected costs (versus the 110% currently collected by the county) in order to cover cost overruns and price increases.

● **MOTION.** Commissioner Trupp moved to direct the P&Z department to change Ordinance 9-5-3 to require that only a Letter of Credit be acceptable Guarantee of Completion and that the P&Z consider increasing the amount required up to 150% of the estimated cost of construction. Second by Commissioner Stevenson and carried.

Until that update takes effect, Commissioners asked Mr. Hibbert to cease negotiating progressive payments in future development agreements and to tell developers the county would prefer a Letter of Credit over other methods of financial guarantee.

TAX CANCELLATIONS. Treasurer Hatch presented property tax cancellations for review and signature.

SICK LEAVE BANK. Commissioners discussed implementation of the Sick Leave Bank Committee versus changing to a Long Term Illness policy. Commissioner Stevenson said the sick leave bank was "extremely subjective" and that she would prefer a change. Commissioner Trupp concurred.

● **MOTION.** Commissioner Stevenson made a motion authorizing Clerk Hansen to prepare a proposed Long Term Illness policy for Commission review. Motion second by Chairman Young and carried.

LOGO. Commissioners approved the proposed new logo provided shaded mountains be added and asked that business cards be ordered.

CHANGING PAY PERIOD. Commissioners discussed Clerk Hansen's proposal to change the county pay periods from twice a month to once every other week. Commissioner Trupp pointed out that an extra pay period might cause budgetary problems once every 7 years.

● **MOTION.** Commissioner Stevenson made a motion to change the schedule provided it will not put the county behind an additional pay period this fiscal year. Chairman Young seconded the motion, which carried.

NEW COURTHOUSE

Chairman Young said he had reviewed the sample contract provided by Blackfoot Farms last December and noted that construction would probably begin in Spring 2008. Commissioner Stevenson stated her hope that the project would begin sooner than that because the need for a new courthouse is urgent.

Commissioner Trupp reported that he has met with David and Paul Huntsman and Bill Reid and they are willing to put either/or language into the contract concerning whether the trade would include the existing courthouse. They are willing to let the county retain usage of the road and bridge property for a couple of years and don't know where the future jail site might be located. Blackfoot Farms is willing to discuss changing architects but needs to investigate how much has already been spent for architect fees. Their builder, Layton Construction, has an in-house design team and has built several courthouses, so has a lot of experience with this type of project and could review the Berlin Architect plans. Commissioner Trupp said the county cannot transfer county property prior to taking possession of the new courthouse so some type of escrow arrangement would be needed. He said the question of whether the construction cap would be changed if the existing courthouse property were removed from the trade remains to be negotiated.

Blackfoot Farms attorney Sean Moulton and Prosecutor Birch will consult about the need for a public bidding process since the county will be responsible for costs exceeding the \$5 million cap.

Concerning the site and orientation, Commissioner Trupp said he had discussed this with Blackfoot Farms and feels better about the proposed location for several reasons, including the fact that the electric sub-station would be directly across the street if the courthouse fronted on Bates Road. He believes the courthouse should be the dominant building in the area, which it will be if the surrounding structures are only one or two stories high.

Commissioners discussed placing a deed restriction to protect the existing courthouse from demolition and agreed an executive session would be needed to negotiate the financial ramifications of taking the courthouse property out of the trade. Chairman Young said he wanted to discuss the courthouse location with the Driggs planning administrator.

Concerning the proposed 5-acre jail site, Sheriff Kim Cooke said the county might already own suitable property so the value of that 5-acre parcel might be spent on the courthouse. He estimates a new jail will be needed

contract. However, Prosecutor Birch reported that VSL owner Shawn Perkins is concerned about the possible expense of the Terra Firma contract.

TERRA FIRMA CONTRACT. Chairman Young said Dane Buk's attorney has been on vacation but that a draft contract will be prepared soon.

● **MOTION.** At 4:09 pm Commissioner Trupp made a motion to go into Executive Session pursuant to Idaho Statute 67-2345(a)(f) to discuss legal and personnel issues. Motion seconded by Commissioner Stevenson and carried.

● **MOTION.** At 4:58 pm Commissioner Stevenson motioned to end Executive Session. Motion seconded by Commissioner Trupp and carried.

After a brief recess, the meeting resumed at 5:02 pm.

MOSQUITO ABATEMENT DISTRICT. Clerk Hansen reviewed her April 13, 2007 letter to Dan Burr concerning the Mosquito District Petition (Attachment #8). She said new 2007 legislation would require a letter to be mailed to every landowner potentially within the proposed district. Commissioner Trupp suggested that such a letter be included in the May property tax mailing if possible.

DEPUTY VEHICLES. As follow-up to their April 9, 2007 decision:

● **MOTION.** Commissioner Trupp made a motion to sign a three-year lease-purchase agreement with the Bank of Commerce to purchase two new vehicles for the Sheriff's Department. The amount borrowed will be \$31,282 at 5.3% and will be repaid in three annual payments of \$11,399.75 beginning January 10, 2008. Commissioner Stevenson seconded the motion which carried.

LONG TERM ILLNESS POLICY. Clerk Hansen reviewed the revised Long Term Illness policy (Attachment #9).

● **MOTION.** Commissioner Trupp made a motion to accept the new Long Term Illness policy effective at the beginning of the next pay period (May 5, 2007). Motion seconded by Chairman Young and carried.

● **MOTION.** Commissioner Stevenson motioned that the new Long Term Illness Policy replace the current Sick Leave Bank Policy upon implementation. Second by Commissioner Trupp. Motion carried.

LEGAL. P&Z Commissioner Sabra Steele, who attends most BOCC meetings, asked for a legal opinion concerning which BOCC meetings a P&Z member can legally attend.

EMERGENCY SERVICES DIRECTOR. Bob Dalton is planning to retire effective July 1. There have been several discussions concerning the need to make this appointed position a full time job and to include IT responsibilities. The Board will publish an ad in the May 3 and 10 issues of the *Teton Valley News*. Applications will be accepted until May 23 and reviewed on May 29.

CLAIMS

Claims were reviewed and signed, and the following outstanding payment totals were approved:

General Fund	\$56,164.65
Road & Bridge.....	11,259.84
District Court	4,598.81
Juvenile Probation	2,098.00
Solid Waste.....	4,244.37
Teton Valley Arena Fund	202.56
TOTAL	\$78,568.23

Board members reported on the various meetings attended by each since April 1, as listed on the Agenda (Attachment #1).

COMMISSIONERS PRESENT: Kathy Rinaldi, Bob Benedict, Kelly Park

OTHER ELECTED OFFICIALS PRESENT: Prosecuting Attorney Kathy Spitzer, Clerk Mary Lou Hansen, Assessor Bonnie Beard

Chairman Rinaldi called the meeting to order at 1:00 pm.

PUBLIC HEARING: FY 2011 BUDGET OPENING

Clerk Hansen said the budget opening was needed in order to transfer \$14,000 out of the Sheriff's General Fund jail budget and into the Court Fund in order to accurately reflect the fact that the Bailiff is an employee of the court. She said the required legal notice had been published in the *Teton Valley News* Feb. 3 and 10, 2011 and that Resolution 021711A provided details of the \$14,000 fund transfer, along with details about the proposed transfer of dollars within the General Fund to budget for a Prosecutor's Investigator.

Chairman Rinaldi opened the hearing for public comment. There was none. She closed the public comment portion of the meeting.

● **MOTION.** Commissioner Benedict made a motion to approve Resolution 021711A transferring FY 2011 monies between funds and departments. Motion seconded by Commissioner Park and carried unanimously. (Attachment #1)

EXECUTIVE SESSION

● **MOTION.** At 1:09 pm Chairman Rinaldi made a motion for Executive Discussion to discuss personnel and potential litigation pursuant to IC 67-2345(1)(a) & (f). Motion seconded by Commissioner Benedict and a roll call vote showed all in favor. The Executive Session ended at 1:30 pm.

ELECTED OFFICIALS MEETING

Six of the county's nine elected officials were present, including Commissioners Park, Rinaldi and Benedict; Clerk Hansen; Assessor Bonnie Beard and Prosecutor Kathy Spitzer. Treasurer Bonnie Hatch sent her chief deputy, Maureen Green. Coroner Tim Melcher and Sheriff Tony Liford were unable to attend.

Commissioner Benedict welcomed those present and facilitated the discussion.

LONG TERM ILLNESS & EMERGENCY CLOSURE POLICIES. In December, Chief Deputy Assessor Juanita Olivas had asked whether changes could be made to the county's LTI policy to make it more flexible. Commissioner Benedict said long term illness benefits are typically intended to help employees when a serious illness or accident requires a prolonged absence from work. The group discussed the pros and cons of various options to the current LTI policy and decided that the following possible changes might be feasible:

1. Allow employees to utilize LTI hours after missing 1 day of work if they were sick enough to visit a health care provider, and a receipt or doctor's note is submitted with their timesheet;
2. Do away with the LTI benefit and increase the PTO benefit by 1 or 2 days (this would eliminate the safety net currently provided by the LTI benefit);
3. Increase an employee's PTO benefit if they have accrued the maximum LTI hours possible;
4. Allow employees to utilize negative PTO hours in case of emergency or Act of God, with a predetermined limit.

The Commissioners agreed to meet with each department to discuss the four possible changes and learn which option(s) a majority of employees might prefer. In order to allow the payroll department to be certain LTI hours are used properly, the group decided that supervisors should be required to write an explanatory note on any timesheet which includes LTI hour usage.

OTHER ITEMS. The following topics were also discussed:

-County Elected Officials (CEO) will hold regular quarterly meetings, with each one facilitated by a different elected official. The next CEO meeting will be at 1:00 pm, Thursday, May 12, facilitated by Clerk Hansen;

submitted by the Board. The Board asked Ms. Rutherford and the P4P to recruit a couple specific committee members, such as an engineer for the Transportation Committee.

Ms. Rutherford explained that the P4P wants to keep "property rights" in the title of the Economic Development Committee because they received so many comments about the importance of property rights that they felt those rights should appear in a committee title.

Commissioner Benedict said including "property rights" in the Economic Development Committee title implies that the P4P has already decided that all property should be used for its highest economic value (i.e. development). He said community members should be allowed to provide their opinions about this topic before such an assumption is made.

The Board said every committee should discuss and consider property rights, not just the Economic Development Committee, and decided that "Property Rights" should be removed from the title of that committee.

LONG TERM ILLNESS & MEDICAL INSURANCE AGENT

During the past month, individual Board members met with various county departments to gather employee opinions about potential changes to the Long Term Illness & Emergency Closure policies (Attachment #4). Employees were also asked their opinion about the servicing of the county's health insurance by American Insurance.

A majority of departments preferred Option #3 (keep the current LTI policy and safety-net, but increase the PTO accrual rate for employees who have 120 hours of LTI). Road & Bridge employees preferred Option #2 (eliminate LTI and increase PTO), but #3 was their second choice.

Clerk Hansen said eliminating LTI would simplify the work for the payroll staff. She pointed out that the past three years of LTI usage averaged 3-5 days per employee, meaning that increasing PTO hours by that amount would be revenue-neutral. She said allowing employees to use negative PTO during times of emergency closure would be very difficult for the payroll department to track.

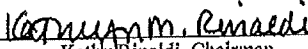
A couple employees asked whether LTI could be donated to other employees who might suffer a catastrophic illness or injury.

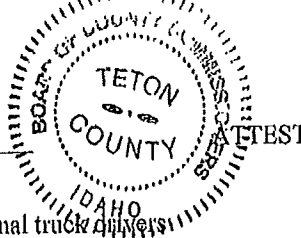
The Board learned that employees are satisfied with the county's current insurance agent. They are also generally satisfied with the medical insurance policy, although a couple would like chiropractic services and some want vision insurance. Many employees are apprehensive about any possible changes, and most do not understand Health Savings Accounts, but are open to the option.

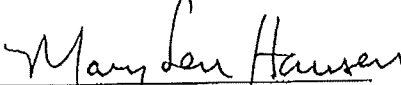
● **MOTION.** Commissioner Benedict made a motion to stay with American Insurance for FY 2012. Motion seconded by Commissioner Park and carried unanimously.

Commissioner Rinaldi said she expects the county's agent to be very proactive with recommendations and assistance to help the county minimize increasing health insurance costs.

● **MOTION.** At 3:46 pm Chairman Rinaldi made a motion to adjourn, second by Commissioner Benedict and carried.


Kathy Rinaldi, Chairman




Mary Lou Hansen, Clerk

Attachments: #1 Hiring two seasonal truck drivers
#2 Baler purchase for recycling operation
#3 Recommendation concerning purchase of E911 equipment
#4 Options for Long Term Illness and Emergency Closure

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Planning, Building & GIS. Ms. Rutherford reported that the Comp Plan contract has been signed with the consultant (Harmony Design & AECOM), citizen advisory committees have been appointed and stakeholder interviews will begin next week. Staff is working on procedures and options for dealing with the large number of undeveloped lots and development agreements either already expired or close to expiration. The challenge is to educate developers about alternative options. There are very few new development applications, which is allowing staff time to rewrite code and clean up inconsistencies. Building permits remain low with just a few new home permits and the rest for remodel and other small projects. Tom Davis is using his spare time to work on flood plain documentation and elevation certificates. GIS analyst Steve Walsh is departing for a job with the Federal Government in Washington D.C. It will probably take 60 days to hire and orient his replacement. During that time, Ms. Rutherford asked that each department use their own staff abilities as much as possible. Urgent or special requests will be completed by Ms. Rutherford.

Treasurer. Treasurer Hatch and staff are preparing for the June tax collection deadline. Many delinquent taxes are being paid by banks, which have been very responsive and cooperative. There remain only 15 parcels with outstanding taxes due for 2007, and Treasurer Hatch has talked to 14 of those 15 personally. She believes the county will have only one tax deed hearing on June 13. Earlier this year there were over 1,000 outstanding tax bills for 2008 and that number is down to 900.

May
Elected
officers
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LONG TERM ILLNESS (LTI). Commissioner Benedict reported on the Board's meetings with departments regarding medical insurance service satisfaction and possible alternatives to the employee LTI benefit. An informal survey of employees showed a split between those who wish to keep the LTI benefit as is vs. those who would rather have more paid time off (PTO), or some other benefit to replace LTI. The Board may implement additional accrued PTO days for employees who have reached the 120 hours LTI maximum.

TIMESHEETS. When an employee has comp time, the supervisor is asked to provide a specific reason, in writing, on the employee's timesheet, and to authorize the overtime. Commissioner Park said studies have shown that employees are not very effective after 10 hours of work and asked supervisors to maintain reasonable work schedules.

FY 2012 BUDGET. Clerk Hansen said the Board has discussed salaries and has made no decision whether raises will be given in FY 2012. They have decided to make a 2.5% market adjustment to the County's Salary Schedule, but this will not provide an automatic pay increase to employees. If any raises are given, they will be based on equity and/or merit. Clerk Hansen outlined the schedule to be followed if job description updates are needed that might result in a pay grade adjustment (Attachment #1).

REVIEW OF DRAFT OPERATIONAL POLICIES. The group made comments and suggestions for changes needed to the draft policies. Clerk Hansen will incorporate their recommendations and the Board will review a final draft before adopting the policies.

NEXT MEETING. The group agreed that Department Heads should be included in these quarterly meetings. Prosecutor Spitzer volunteered to coordinate the next meeting, which will be held at 1 pm on Thursday, August 11.

USFS REQUEST TO NEGOTIATE PROPERTY PURCHASE

Teton County and the State of Idaho jointly own the 5 acre parcel at 547 N. Main Street in Driggs where the National Guard Armory is located. The USFS is interested in purchasing the county's portion of this property for future construction of a permanent office and related facilities. This will require a lot split for the property. Steve Jenkins of the USFS has prepared a drawing of the parcel and the proposed new boundary line, which will result in a 2.04 acre parcel for purchase by the USFS and the remainder parcel for the State of Idaho.

● **MOTION.** Chairman Rinaldi made a motion stating that the County supports the proposed purchase and authorizing the USFS to proceed with the necessary activities required to determine the exact size, location and value of the County's one-half ownership of parcel RPA5N45E261300, otherwise known as 547 N.

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EMERGENCY MANAGEMENT

Emergency Management Coordinator Greg Adams reviewed his monthly report (Attachment #1). He plans to attend the Nov. 2-3 Idaho Mosquito and Vector Control Association meeting; this will be his first MAD-related training in two years. Mr. Adams said he attends about 3 classes per year. The Board told Mr. Adams they plan to demolish the building at 230 Main as soon as possible due to safety and liability concerns.

● **MOTION.** Commissioner Benedict made a motion to sign a letter committing \$6,207 of non-cash match for the proposed All-Hazard Mitigation Plan. Motion seconded by Commissioner Park and carried unanimously.

PUBLIC WORKS

Public Works Director Jay Mazalewski reviewed his bi-monthly update (Attachment #2). Walt's Auto Salvage is compacting and removing the metal pile, which has been accumulating since Terra Firma quit operating the transfer station in the spring of 2009. The County will receive about \$25,000 for the value of the scrap metal; this revenue was not anticipated in the FY 2012 budget.

Mr. Mazalewski requested approval for restructuring his solid waste staff. He proposes: (1) changing the year-round, part-time operator position to a summer seasonal, part-time position; and (2) creating a year-round, 32-hour per week Recycler/ Operator position. The change will enhance operations and recycling at the transfer station and will increase the solid waste personnel budget by about \$4,500. The current part-time employee wants to become a seasonal employee.

● **MOTION.** Commissioner Benedict made a motion to approve the Solid Waste Recycler/Operator position to be paid for out of recycling revenues. Motion seconded by Commissioner Park and carried unanimously.

Mr. Mazalewski said the design for the Badger Creek bridge at 10000 North has been finalized and will be built during the summer/fall of 2012. The total estimated cost is \$120,000, including streambank protection work needed upstream of the new bridge. He is working to obtain permission from the affected upstream property owners.

Engineers are still working on the design for the Badger Creek bridge at 3000 West. Mr. Adams and Mr. Mazalewski plan to submit a FEMA grant request for funds to help pay for this bridge.

VOORHEES SANITATION FEE INCREASE. Pursuant to their contract with the County, Jesse Wilson and Sharon Shinkle of Voorhees Sanitation reviewed their request to increase the disposal fees and service fees charged to their customers by 5% each (Attachment #3). Mr. Wilson said the increase in the disposal price would simply pass through the county's 5% tipping fee increase which took effect Oct. 1. He said the 5% increase in their service price is needed to offset increasing expenses for fuel, tires, employee salaries and health insurance. The Consumer Price Index showed a 3.8% increase since August 2010.

Commissioner Rinaldi said she was okay with the pass-through increase for disposal fees, but could not approve a 5% service fee increase since a 5% increase had been approved just 12 months ago.

● **MOTION.** Commissioner Benedict made a motion to approve a 5% pass-through increase for disposal fees and a 3.8% increase in service fees based on the Consumer Price Index. Motion seconded by Chairman Rinaldi and carried unanimously.

CLERK: Policies & Benefits

The Board reviewed and approved several minor changes to the Personnel Policy. Additional change will be discussed before an update policy is adopted Nov. 17 to be copied and distributed to employees on Dec. 8.

Possible changes to the county's Long Term Illness benefit have been discussed several times during the past year. An informal survey of employees showed a split between those who wish to keep the LTI benefit as is vs. those who would prefer more Paid Time Off (PTO). The Commissioners agreed that the policy should be changed so that employees who have reached the maximum LTI accrual can accumulate additional PTO hours at one-half the LTI rate until the amount of LTI accrued falls below the maximum.

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Board of Teton County Commissioners

MINUTES: November 17, 2011

Commissioners' Meeting Room, 150 Courthouse Drive, Driggs, Idaho

AGENDA

2:00 pm Employee Benefits

County Policies

Law Enforcement Center

Administrative Business will be dealt with as time permits

- Approve Available Minutes
- Discuss correspondence & Sign Documents
- Other Business

ADJOURN

COMMISSIONERS PRESENT: Kelly Park, Bob Benedict, Kathy Rinaldi (arrived about 3 pm)

OTHER ELECTED OFFICIALS PRESENT: Clerk Mary Lou Hansen

Commissioner Benedict called the meeting to order at 2:09 pm.

POLICIES

ADMINISTRATIVE POLICIES. The Board reviewed and approved a new Ethics policy, Safety policy and Computers and Information Technology policy. The Board reviewed and approved changes to the Taxable Fringe Benefits policy, Use of County Resources policy and Vehicle Use policy. Clerk Hansen will disseminate the new and updated policies to elected officials and department heads.

PERSONNEL POLICY. The Board approved several minor changes including reducing the maximum LTI accrual rate to 5 days LTI accrued after completion of 5 full years of employment. However, they decided to allow employees who have accrued 120 hours of LTI to accrue additional PTO hours at the LTI accrual rate.

Clerk Hansen said final changes regarding "administrative leave" will be ready for review on Nov. 28 at which time the entire policy should be formally adopted.

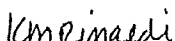
INSURANCE

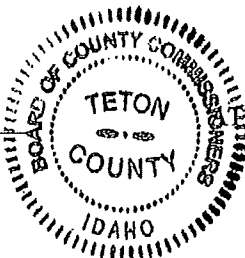
The Board reviewed calculations prepared by American Insurance and Clerk Hansen and agreed the County contribution to the buy-down account should increase by 2% and that the overall 2% premium increase should be shared equally by the county and employees.

ADMINISTRATIVE

The Board agreed upon a schedule for completion of Employee Evaluations for the five employees they directly supervise.

• **MOTION.** At 4:16 pm Commissioner Park made a motion to adjourn, seconded by Commissioner Benedict and carried.


Kathy Rinaldi, Chairman




Mary Lou Hansen, Clerk

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July 30, 2013

TO: Elected Clerks & Personnel Manager mailing list
FROM: Mary Lou
RE: Gifting Comp & PTO

Good morning! Do any of your organizations allow employees to gift their Comp/PTO/Vacation hours to other employees suffering a significant medical crisis? If so, we would appreciate learning how it works and the pros and cons of such a system, also a copy of your policy if available.

(I think the idea sounds generous, kind and very helpful. However, I can imagine potential hard feelings between co-workers/recipient/other employees if one employee donates hours and others do not. I can also imagine budget difficulties, especially if a higher paid employee is receiving hours from a lower paid employee. So I am very interested to hear how this idea might work.)

As always, thanks for sharing, *-Mary Lou, Teton County Clerk*

Attached is part of our Personnel Policy that does include a section for what we call "Sick Leave Bank". In general employees are permitted to join the sick bank with hours that they have earned (sick leave). They will donate the first year 16 hours to be a member of the bank and then 8 hours each year after. Only members that belong to the bank can use hours from the bank. Should a member not belong and have a medical issue and want to use hours they cannot as they are not a member. This past year we have had two employees use up to the 520 hours that are available to them to care for their medically necessary treatments or illness. You mentioned "Hard feeling" to my knowledge we have not had that as the Sick Leave Bank Committee is made up of employees from all departments and has proven to be a very good working group. *-Glenda, Boundary County Clerk*

The City of Boise offers a compassionate leave program. All donations and the employees that use the donations are confidential. I've attached a copy of our regulation and the donation form. It's worked out quite well over the years. Employees can donate to a specific employee if they are asked by the employee; however, since the donations are confidential, the person receiving the donations does not know if specific employees donated to them. All other donations of vacation and/or comp time, go into the general bank for use. *-Kristin, City of Boise*

The Town of Telluride uses a Sick Bank to assist employees with major health conditions to cover a potential gap in sick leave before long term disability is available. Employees may donate their current sick leave or PTO to a bank which is used for employees requesting aide. **Hours are converted to an hourly rate on donation and then withdrawn at the recipient's hourly rate.** That change has allowed our sick bank to continue for years of use – if we were using only the hours, we would have depleted the sick bank. Since we are a very small organization – even though employees are not allowed to give to individuals, it is often known which employees are in need. *-Diane, City of Telluride, CO*

The City of Ketchum does not do gifting of PTO/Comp/Vacation Hours. We do have a Long Term Disability plan. *-Sandy, City of Ketchum*

No sick leave bank in Owyhee at this time. It has been discussed in the past. *-Angie, Owyhee County Clerk*

I know some rules may have changed, Marylou, but there was an IRS rule or two about taxing both the recipient and the giver the value of their leave when it was donated. Check with your finance folks or auditor. It is a compassionate gesture but there are some downsides. *-Bonnie, BDPA Consultants*

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We have a sick leave bank and a Committee that controls it. It has its pros and cons. Employee must be a member and has to donate yearly some of their sick hours to it. **—Barbara, Elmore County Clerk**

The City of Nampa allows donation of accrued Personal Leave upon request to an individual department head for assistance in a medical situation. We don't normally allow city-wide donations but restrict it to departmental donations. We don't have a formal policy. **—Ed, City of Nampa**

All our accruals have separate banks of hours: Vacation, Sick, Holiday, Personal Day, Comp Time. And yes, we allow gifting of sick hours. We call it Donation of Sick Leave. Our sick leave rolls over from year to year with no maximum accrual. After 5 years of ^{continuous} ~~contentious~~ employment, sick leave is paid out to employees when they quit/retire. They receive ½ of their sick accrual hours or up to a maximum of 360 hours, whichever is less (500 hrs on the books would only pay 250, 1000 hrs on the books would pay 360). We have several employees who have over 1,000 hours in their bank of sick leave. **—Georgian, Routt County, CO**

This was done once in our county that I'm aware of and some employees actually donated sick time to the employee who was going through cancer treatments. After this we decided not to allow it anymore; there were too many complications. One thing that came up were complaints that employees who were "popular" and going through an illness received hours when others who were less "out there" were overlooked. **—Sara, Bingham County Clerk**

Ada County's current donation of leave program can be found at the link below on page 73 of our handbook. We are currently updating the plan to move to a leave bank. It has worked very smooth for us and we feel the biggest challenges and compliance concerns we have will be addressed in the move to the bank system. **—Bethany, Ada County**

Canyon County does allow employees to donate vacation hours. Canyon County employees accrue sick leave and vacation leave balances. Highlights of the policy include:

- Donated hours are for the purpose of medical emergencies of employees – so employees can only use donated hours for their own personal illness and not for the illness of any other person.
- The donated hours have to come from vacation leave and are transferred to sick leave. (We do try to make sure the donating employee has a sufficient balance to make the donation and have a cushion left over).
- Each employee can only donate 40 hours per occurrence, for a total maximum donation to the donee of 160 hours. (We do have a short term disability policy that will kick in after 29 days, so that's why we chose 160 hours).
- The employees donated to (donees) have to have less than 160 hours of accrued leave.
- The names of employees who donate hours are kept entirely confidential to avoid hard feelings and misunderstandings. The employee is told that ____ hours were donated.
- Employees complete a form acknowledging that they understand they are donating voluntarily.

—Crystal, Canyon County

Donating PTO and Vacation hours might be okay (although probably taxed on both the donor and don-ee, as Bonnie mentioned), but Comp Time is another story. I think you, the employer, are obligated to pay this money to the employee for overtime worked...you'd need to check this out thoroughly with the Department of Labor on the impact to FLSA regulations. The Short-term disability policy is definitely a less complicated solution! **—Andrea, BDPA Consultants**

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In the past we allowed donations of PTO hours, but then we started a short-term disability policy and eliminated the donation policy. It did work well for us for many years, but the donations were anonymous- so no hard feelings! If a receiving employee wanted to thank those who donated, it was suggested that they send an e-mail to ALL saying thank you to those who donated to me. Generally the higher paid employees have been here longer, so they were donating to lower paid employees, but we did have a few that were the other way around. I think it all leveled out in the end. –*City of Steamboat Springs, CO*

Idaho County allows gifting of vacation time in the event an employee has a medical emergency. We also allow “emergency sick leave”. If an employee has used up all sick, vacation & comp time, they may ask the Commissioners to approve an advance withdrawal from future sick leave. If emergency sick leave is granted, the employee pays it back at ½ rate of accruing sick leave. This policy has been in place for years and we haven’t had a problem...YET. It doesn’t happen very often, but it makes me quite nervous. –*Kathy, Idaho County Clerk*

Clearwater County does not have a sick leave bank nor do we allow anyone to donate their sick leave. We have had lots of discussions regarding such a policy, but it has never been done for one reason or another. –*Carrie, Clearwater County Clerk*

Bannock County does not allow donating Comp/PTL/Vacation/Sick to other employees due to morale/hard feelings of donating to one employee but not to their co-worker, budget issues between funds, department with many employees and departments with one to a few employees, etc. –*Bobette, Bannock County*

Lincoln County does allow 25% of an employee’s sick time (one time a year) if a major medical issue arises and they have used up all their vacation, sick and comp time. They can get it from several different people if they want however not everyone is willing to donate. –*Suzanne, Lincoln County Clerk*

I’ve attached our PTO excerpt from our policy manual as well as my excel spreadsheet showing how the calculation works. We haven’t had any bad feelings, but we have had some instances where it was questionable whether the employee had misused their time earlier in the year and the dept director was hesitant to allow him to ask for donations for his current situation. –*Roxanne, Town of Jackson, WY*

We have a sick leave bank that employees can donate to annually – they are only eligible to receive benefits from the bank if they contribute. The Sick Bank is completely managed by a “sick leave bank committee” comprised of a representative/employee from each office or department. Elected officials, of course, are not eligible to participate and cannot serve on the committee. I can send you a copy of our policy if you like. –*Christine, Power County Clerk*

We do here. The employee must first use all of his sick, comp. and vacation before we allow another employee to gift any of their time. They can gift comp/sick/or vacation. –*Veda, Caribou County Clerk*

We no longer allow donating hours for all the reasons you stated. It caused a hardship when it went to an employee in a different department (staffing and budget). Also comp is compensable not a benefit. However we started a program where if at the end of the year the employees PTO exceeded the maximum it rolled into “Emergency Medical Leave.”

EML can only be used when the employee takes FMLA. We also have a tiered payout, after 10 years of employment, on the unused EML upon termination. –*Denise, Gooding County Clerk*

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We created a sick leave bank where employees can donate hours to the sick leave bank like an insurance premium each year. If they donate the minimum hours in a year and have a serious (non-workers comp) illness or injury, then they are eligible to receive donated hours. We have a committee that is sworn to secrecy that decides the eligibility of each request which avoids the popularity contest. *—Patty, Nez Perce County Clerk*

We do allow this. The department head for the employee in need comes to the commissioners in an executive session and makes the request. The commissioner review the situation and either grant or deny the request. Employees who donate time must have a minimum of 80 hour of accruals in order to donate. If more want to donate than is needed, which is usually the case we just prorate the time. We also make the employee in need use all of their time first. I too was concerned if no one donated time to an individual, but that hasn't happened. *—Abbie, Fremont County Clerk*

We allow employees to donate sick time but not comp or vacation time. In order for someone to donate the person needing the sick leave must have used all of their available sick, comp and vacation time first and then employees can donate the time as needed. *—Shelly, Gem County Clerk*

After the Board approves the gift request from the Department Head or Elected Official my office sends out the request to the departments. The employees can gift 90% of their sick leave balance from the previous calendar year end. *—Betty, Payette County Clerk*

Dawn Felchle

From: Dawn Felchle
Sent: Tuesday, July 30, 2013 10:58 AM
To: Kathy Rinaldi; Kelly Park; Sid Kunz
Subject: PA Applications

Commissioners – I plan on giving you copies (in alpha) of all applicants on Monday the 12th of August. I am planning on an Executive Session on Thursday the 15th for you to shortlist for interview purposes. Given your time frame, I am thinking you should all be thinking of (1) the criteria/scoring you will use to qualify your candidates and (2) prepare questions you wish to ask the candidates.

Both of these items you could be working on now and I would encourage you to do so. **You may email me your questions and I can compile them into one document.** You will want to ask of each candidate the same technical questions to keep the process fair. On the 12th we will set aside time in open meeting to discuss the process for the interviews and you can fine tune your criteria/ranking and the questions at that time. Your time will be better spent on the 12th and 15th if we have this piece near completion.

Other items to consider: Short List Candidates should have background checks done and you need to check references. Obviously they are going to give you people who will say good things about them, so you need to get creative and go on line and Google their name and where they have worked. EXAMPLE: Some of the candidates who have called have commented that it looks like we have had some issues here in Teton County when they go on line and read the Papers and if they follow APA news, know we have advertised on their website recently. Our candidates are doing background checking on us ...

You all three have other jobs so you will need to figure out a division of labor as it pertains to this entire process.

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